



Thomas's
KENSINGTON

Music Administrator (Part-Time)

For further details please go to the Thomas's London Day
Schools website: thomas-s.co.uk/join-our-team
or email kenjoinourteam@thomas-s.co.uk

thomas-s.co.uk



Thomas's London Day Schools

Welcome

A family-run group

Welcome to Thomas's London Day Schools. We are a family-run group of co-educational independent schools in central London, which seek to give an exceptional start in life to more than 2,000 children between the ages of two and eighteen.

Every member of the Thomas's community is expected to live by our most important school rule, which is simply to 'Be kind'.

Aims

We aim:

- To offer an exceptional education to young people aged 2 to 18 which is forward-thinking and outward-looking, with kindness at the core.
- To ensure that every member of our school communities learns and lives by a strong set of values.
- To enable our pupils to achieve academic success through a broad curriculum and a four-dimensional approach to education which develops knowledge, skills, character and metacognition.

Vision

Net contributors to society

Our vision is that every pupil leaves Thomas's with core values and a strong sense of social responsibility; inner strength and positive physical and mental health; academic success and a wide range of skills, interests and attributes; curiosity about the world and a love of learning. We strive to ensure that a Thomas's education equips all of our pupils with optimism about and preparedness for the future, setting them on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.

Values

We subscribe to ten core values:

- Kindness and Courtesy
- Honesty and Respect
- Perseverance and Independence
- Confidence and Leadership
- Humility and being Givers, not takers

*The Heads and Principals
Thomas's London Day School*

Welcome to Thomas's Kensington

Thomas's Kensington is a dynamic, forward-thinking prep school offering an exceptional holistic education for children aged 4 to 11.

The school's outstanding academic results, recognised by Ofsted and ISI, highlight the excellence of the specialist teaching team and the broad, engaging curriculum. Beyond the classroom, a vibrant co-curricular programme ensures pupils leave Thomas's Kensington as confident, curious and ready to excel at some of the UK's finest secondary schools.

Thomas's Kensington fosters a happy and supportive environment that enables children to thrive academically, artistically and athletically.

Thomas's Kensington is part of Thomas's London Day Schools, established by Joanna and David Thomas in 1971 to offer a vibrant educational journey with kindness at its core.

Demand for places is high, and the school is looking for exceptional educators to join its team. If you are ready to inspire the next generation and thrive in an environment where happiness, innovation, and excellence are valued, Thomas's Kensington would love to hear from you.



Application Details

We seek to appoint an organised and enthusiastic Music Administrator. This will be a permanent part-time contract.

The successful candidate will be responsible for supporting the smooth running of the music department at Thomas's Kensington.

Thomas's Kensington is part of a flourishing, family-run group of independent, co-educational day schools offering a broad and innovative curriculum, with high academic standards.

Please note that referees will be contacted prior to the interview.

Hours:
16 hours per week, Monday to Thursday. This is a part time, term-time role.

Salary:
Competitive salary and conditions are offered subject to the candidate's experience.

The Recruitment Pack should be read alongside the information available on our website.

For further details go to the Thomas's London Day Schools website:

[thomas-s.co.uk/join-our-team](https://www.thomas-s.co.uk/join-our-team)
or email:
kenjoinourteam@thomas-s.co.uk

Applications to be considered upon receipt so early applications are encouraged

Start date:
Summer Term 2026

Benefits

- Continuous Professional Development opportunities
- Employee Assistance Programme - offering a wide range of benefits to support employee physical, mental and financial health needs
- Group Personal Pension Plan, administered by Aviva. The employer contribution is set at 5% of salary with the default employee contribution set at 3% of salary
- Death in Service Benefit
- Group Income Protection
- Salary Exchange Pension Scheme
- Free Daily school meals during term time
- Cycle to work scheme

Safeguarding

Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff, volunteers and visitors to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to screening appropriate to the post including checks with past employers and the DBS service. The school will undertake online searches on shortlisted applicants and may require applicants to provide details of their online profile, including social media accounts. For details of the checks which will be undertaken as part of our recruitment process, please see our Safer Recruitment Policy which can be found here www.thomas-s.co.uk/policies/ under the 'Thomas's Policy' tab.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

As an equal opportunities employer, Thomas's is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity or marriage and civil partnership. Thomas's aspire to have a diverse and inclusive workspace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join the Group.

The Role

Music Administrator (Part-Time)

Accountable:

Director of Music

Responsible:

- The Music Administrator plays an important role in supporting the smooth running of the music department at Thomas's Kensington.
 - Working closely with the Director of Music, visiting music teachers and the wider staff team, the Music Administrator will ensure that music lessons, ensembles, performances and examinations are organised efficiently and communicated clearly to pupils, parents and staff.
 - The role requires excellent organisational skills, attention to detail and the ability to manage multiple strands of activity within a busy school environment.
 - Where appropriate, and subject to the appointee's interests and skills, the Music Administrator may also contribute musically to the life of the department, for example through accompanying or supporting rehearsals and arranging musical parts using Sibelius or similar Music Software..
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Duties and Responsibilities

Administration of Individual Music Lessons

- Coordinate timetables for peripatetic teaching staff and pupils.
- Maintain accurate records of music lessons, timetables and pupil lists.
- Manage requests for music lessons and maintain waiting lists where necessary.
- Prepare and distribute lesson timetables and information to pupils, parents and staff.
- Monitor lesson attendance and follow up absences where appropriate.
- Maintain databases and departmental spreadsheets relating to lessons.

Communication and Department Organisation

- Act as a first point of contact for music-related queries from parents, staff and pupils.
- Support clear communication between the Director of Music, VMTs and families.
- Ensure relevant information relating to lessons, ensembles, and performances is shared promptly.
- Maintain accurate records, filing systems and departmental documentation.

Concerts, Performances, Exams and Events

- Provide administrative support for concerts, recitals and musical events.
- Assist with the organisation of performance schedules, rehearsal arrangements and pupil lists.
- Lead the booking and organisation of music exam schedules.

- Support the choir at weekly services and assist with the stage set up and striking at performances.
- Liaise with staff and external partners where necessary.
- Support the smooth running of events on the day where required.

Music Examinations

- Support the organisation of music examinations (e.g. ABRSM or equivalent).
- Liaise with exam boards, examiners and accompanists where required.
- Assist with exam-day arrangements and administration.

Instruments and Resources

- Maintain records relating to school instruments.
- Arrange instrument maintenance and repairs where required.
- Assist with the ordering of music resources and equipment.

Financial and Administrative Support

- Process invoices relating to music lessons, examinations and events where required.
- Support the Director of Music with departmental record keeping and tracking.

Musical Contribution (Desirable)

Where appropriate and depending on expertise, the Music Administrator may also:

- Accompany pupils on the piano.
- Support rehearsals or musical activities.
- Assist with music theory support or practice sessions.

Person Specification

Skills, Experience and Qualifications

- Excellent organisational and administrative skills.
- Strong attention to detail and the ability to manage multiple tasks simultaneously.
- Excellent written and verbal communication skills.
- Strong IT skills, including spreadsheets and database management.
- Ability to work both independently and collaboratively within a busy school environment.

Personal Qualities

- Warm, professional and approachable manner with pupils, parents and staff.
- Discreet and trustworthy when handling confidential information.
- Flexible, proactive and solution-focused.
- Strong sense of organisation and reliability.

Desirable

- Experience working in a school or music department.
- Experience coordinating visiting music teachers or lesson timetables.
- Familiarity with music examinations such as ABRSM.
- High-level musical ability, particularly piano accompaniment skills.
- Knowledge of instrumental teaching structures within schools.





**Be Kind
Be Thomas's**