



The
Henrietta Barnett
School

Music Assistant
0.2 FTE

(equivalent of one day a week, ideally spread over 2 days)

Permanent, Term Time only

The Henrietta Barnett School is a high-performing state grammar school with approximately 800 girls aged 11-18 and was awarded Top State School of the Year 2025 for Academic Achievement by The Sunday Times Parent Power Guide. It is known for its warm, friendly environment and ethos. This role is part of the Support Staff Team. The Henrietta Barnett School has a thriving Music department which enjoys excellent support within the school and there is a team of expert peripatetic staff whose work includes both individual lessons and ensembles. There is a vibrant extended curriculum and programme of concerts.

Job Description

The key role of the Music Assistant is to support the work of the department in all aspects of its delivery; particularly the extended curricular programme, constituting a variety of instrumental lessons, ensembles and concerts.

The following gives an overview of the responsibilities of the role. The list is not exhaustive and will adapt in consultation with the post-holder, as needs change and opportunities develop.

- Organising the Vocal/Instrumental lesson programme, including oversight of the digital timetable platform (currently *Involve Education*);
- Liaising with Visiting Instrumental/Vocal teachers where necessary and appropriate to ensure the smooth delivery of lessons and ensembles, including room and venue bookings, invoicing and music purchases;
- Liaising with the finance department over the Music ensembles budget and purchase orders/invoicing for ensembles;
- Assisting in the creation of concert programmes and maintaining lists of ensembles and performers;
- Organising the maintenance of equipment and organising repairs
- Attending weekly Music department meetings
- Attending at least four evening concerts per academic year as agreed with the Head of Music at the beginning of the year.

Person Specification

- Trustworthy with absolute integrity and able to work within a highly confidential environment
- Ability to communicate with a wide range of people and a high level of literacy and ICT
- Excellent communication skills, both written and oral
- Efficient and effective organisational skills
- Impeccable attention to detail, and pride in production of prompt and accurate outcomes
- Strong interpersonal skills and a willing approach to being part of a team
- Ability to handle people/situations with patience, discretion, tact and diplomacy
- Ability to be flexible and to ensure priorities are met, to work accurately under pressure, independently on your initiative and to prioritise effectively
- Relevant experience within schools would be an advantage but not essential

The Music Administrator reports to the Head of Music.

Salary: SCP2-4 Outer London (£28,221 - £29,025 full time equivalent) depending on skills, qualifications and experience (Actual range: £4,720 - £4,854)

The role is advertised as (36 hours a week, 38 weeks) term time only. Applications must be made via the school's My New Term portal.

The closing date is **Friday, 8th May 2026 at 3:00pm**. Please note that applications may be considered in order they are received.