



FRANCIS HOLLAND

SLOANE SQUARE

MUSIC ASSISTANT

JOB APPLICATION PACK

TERM TIME PLUS 3 WEEKS | PERMANENT | SEPTEMBER 2026

ACTUAL SALARY circa £31,200 pa



39 Graham Terrace
LONDON
SW1W 8JF
Tel 020 7730 2971



FRANCIS HOLLAND SLOANE SQUARE

General Information

Francis Holland Sloane Square is a highly sought-after, independent selective school for 600 senior pupils aged 11 to 18 (HMC and GSA). The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to Imperial College offers us unparalleled access to lectures and support.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form (150 pupils) has moved into a spacious and inspirational building called The Old School House, which forms a bridge to higher education and provides an exciting environment for young people to develop their independence.

Francis Holland Sloane Square is overall a vibrant international community, and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide additional support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is also offered to the pupils, and all staff contribute to this vibrant and vital dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and our renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all students develop an understanding of social enterprise, with many setting up their own business ventures.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK with outstanding results at [GCSE](#) and [A Level](#). On leaving, after A Levels, students proceed to a wide range of prestigious higher education institutions across the globe. The staffing ratio is generous, and the School has its own attractive salary scale.



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Music Department Information

Music is at the heart of life at Francis Holland Sloane Square. The Music Department is dynamic and ambitious, with a culture of inclusivity for all talents and tastes. A highly-skilled range of visiting music teachers and academic staff combine to deliver a wide and deep curriculum across individual and class music lessons. Pupils are warmly encouraged to pursue music at every level, from enthusiastic beginners to those preparing for conservatoire auditions or GCSE and A Level Music.

The school's ensembles are a source of pride, and perform to a consistently high standard at international venues on tours, or UK spaces such as Cadogan Hall and St Paul's Cathedral. Across all age ranges, pupils at show remarkable enthusiasm and commitment to the warm and welcoming department. There is a strong culture of musical engagement, from whole-school assemblies and services to student-led clubs and informal performances, as well as our annual music festival. Links to external venues and events, such as the Battersea Jazz Festival, West End theatres, and Harrow School, provide the students with performance opportunities that are hard to match.

The Department has seen significant investment recently, with a new Mac Suite, professional-standard instruments, and a refurbishment scheduled for summer 2026. The contemporary curriculum highlights musicians of all stripes; egalitarian exploration of composition, performance, analysis, and musicology, demonstrates a commitment to the belief that everybody has something to add to the study of the subject, regardless of background. This busy and exciting department is often a cornerstone of a student's experience at school, and the advertised role will aid in the seamless conjunction of their curricular, co-curricular, and individual exploration of music.

Role Purpose

The Music Assistant is a varied and rewarding role at the heart of the school's musical life. Working closely with the Director of Co-Curricular Music and supporting all music staff, the Music Assistant will provide vital musical, administrative and co-curricular support to ensure the smooth running of the department. The successful candidate will contribute to an ambitious and thriving music programme, supporting pupils of all ages and abilities, and will play an active part in the wider life of the school.

This role is ideally suited to a graduate or musician early in their career who is passionate about music, enthusiastic about working with young people, and keen to develop professional experience in an outstanding independent school. Francis Holland is committed to professional development and indeed the Director of Co-Curricular Music, Elliot Mercer, started at the school as the Music Assistant. Please do contact him (Elliot.Mercer@fhs-sw1.org.uk) for more information.



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Key Responsibilities

Musical and Co-Curricular:

- Offer piano accompaniment for individuals or groups as required (e.g. school examinations, the musical production, concerts and festivals).
- Assist, support and accompany various choral and instrumental groups in weekly rehearsals and performances, including Lower School Choir, the Chamber Choirs, Music Scholars Group, and Orchestra.
- Offer weekly tutoring sessions for Sixth Form pupils, and support GCSE pupils requiring additional help, at the discretion of the Director of Academic Music.
- Teach Musicianship/Music Theory crash course sessions (Grades 1-5).
- Coach a Chamber Music Group and lead/co-lead other groups at the discretion of the Director of Co-Curricular Music.
- Attend school concerts, including the once-termly evening concerts, assisting with welcoming and seating guests and supporting front-of-house or backstage as required.
- Occasionally play the piano in school assemblies, accompanying hymns and providing music as pupils enter and leave the hall.
- Depending on the candidate's instrumental abilities, participate in relevant ensembles such as Orchestra or Staff Choir.

Administrative:

- Support the administration and the management of systems for Visiting Music Teacher timetables, registers and room bookings, and assist with orders for books and sheet music.
- Maintain clear and timely communication with pupils, parents and staff regarding relevant music-related activities, responding to enquiries from pupils, parents, staff and visitors positively, professionally and promptly.
- Maintain accurate weekly attendance records for individual instrumental and vocal lessons and co-curricular groups; contact pupils who miss sessions, issue sanctions as appropriate, and report serious concerns to the Director of Co-Curricular Music.
- Work with the Director of Co-Curricular Music to support the Visiting Music Teachers and enable them to teach high-quality music lessons regularly.
- Administer, organise and steward the delivery of public practical performing exams (usually termly and mainly ABRSM and LCM).
- Work with the Director of Co-Curricular Music to plan and deliver all practical aspects of concerts and events, including seating plans, programme production, ticket requests, and front-of-house logistics.
- Manage the hiring, cataloguing and return of sheet music for choral concerts and other events.



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- Maintain the cleanliness, tidiness and organisation of music practice rooms and storage areas, including the management and upkeep of instruments, equipment and other department resources.
- Manage and maintain the department's social media presence, and liaise with the Marketing Department to provide news articles and updates to the school website.
- Maintain and organise music department noticeboards and displays throughout the department.
- Manage departmental photocopying, printing and general administrative tasks as required.

Other:

- To take responsibility for the safeguarding of young people in line with the school's policies and procedures.
- Contribute to the pastoral life of the school.
- Accompany school trips and day visits across departments as required, and support residential expeditions where appropriate.
- Carry out any other reasonable duties requested by the Director of Co-Curricular Music.

Person Specification

Qualifications

Essential:

- Excellent standard in a principal study instrument/voice.
- Strong piano/keyboard skills, with ideally some experience of accompanying soloists and groups.

Desirable:

- Good honours degree, in Music or another discipline.
- Postgraduate study or other professional performance training.

Knowledge & Skills

Essential:

- Ability to support ensemble rehearsals, whether choral, instrumental or both.
- A competent sight-reader.
- Good written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Proficiency in the Microsoft Office 365 suite, including Word, Excel and PowerPoint.

Desirable:

- Experience with music notation software such as Sibelius or Dorico.
- Knowledge of ABRSM and LCM exam systems and structures.



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- Familiarity with day-to-day running of Individual Music Lessons.
- Ability to arrange or compose music for school ensembles.

Experience

Desirable:

- Experience of working with children or young people in a musical or educational setting.
- Experience of performing in an ensemble, whether choral or instrumental.
- Experience of accompanying singers or instrumentalists.
- Experience of assisting with or teaching in a school environment.
- Experience of music administration, concert or event organisation.

Personal Qualities

- Warm, approachable and genuinely enjoys working with young people.
- Proactive and enthusiastic, with the ability to take initiative.
- Reliable and punctual, with the ability to meet deadlines.
- A natural team player who works collaboratively and supportively with colleagues.
- Flexible and adaptable in the fast-paced environment of a busy school.
- Positive and resilient, with a good sense of humour.
- High expectations of both themselves and the pupils they work with.
- Committed to the pastoral and whole-school life of the community beyond the music department.
- A genuine passion for championing music across all abilities and age groups.



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Role Expectations

Detailed below are the main professional requirements expected of all staff at Francis Holland:

- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus; to contribute to planning schemes of work, as appropriate;
- to be responsive to the needs of individual pupils and to liaise with the Head of Learning Support and other staff with specific requirements when necessary;
- to set prep, mark work and keep records as required; to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development; for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to co-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the school community;
- to carry out any other responsibilities which may be reasonably be required or delegated by the Head of Department and/or Head;
- FHS is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to DBS clearance.



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Application

Interested candidates are invited to submit an application via My New Term. The closing date for applications is **8:00am on Friday 19th June**. Interviews will take place **w/c Monday 22nd June**. Applications will be considered as they are received. The school reserves the right to appoint at any stage.

All appointments at Francis Holland School are conditional upon clearance by the Disclosures and Barring Service (DBS testing).

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of the recruitment process, online and social media checks will be carried out prior to interview. Appointment to this role is subject to statutory safeguarding checks, including a satisfactory DBS certificate and references. This post is classed as regulated activity with children, as it involves the teaching, training, or supervision of children on a day-to-day basis, and is therefore exempt from the Rehabilitation of Offenders Act 1974.