Thomas's

Music Administrator

PART-TIME, 16 HOURS PER WEEK, MONDAY TO THURSDAY.

Applications to be considered on receipt and the school reserves the right to make an appointment before the deadline so early applications are advised.





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.



Vision

PART OF 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 three 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'.

OUR VISION

Our vision is that every Thomas's pupil flourishes as a compassionate contributor to society and a courageous shaper of the future.

To realise this vision, we:

- Champion kindness, community and childhood
- Provide a breadth of experiences that develop lifelong passions
- Equip young people with self-knowledge, inner strength and intellectual curiosity

Together, these commitments create the Thomas's culture of joyful excellence, in which our pupils achieve outstanding academic outcomes and build the confidence, character and adaptability to succeed in the world.

The Heads and Principals
Thomas's London Day Schools









The Role

OVERVIEW

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.

Reporting to: 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.

KEY 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.



KEY RESPONSIBILITIES

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

QUALIFICATIONS, EXPERIENCE AND SKILLS

- 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.

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.

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.



ADDITIONAL PERSONAL ATTRIBUTES

Personal qualities

- High levels of initiative and energy and readiness to work hard
- Ability to manage and thrive on intensity and tolerate and overcome frustrations
- Ability to exercise self-care and prioritise wellbeing
- Enthusiasm, positivity, a readiness to believe in and work towards the best
- Supportive, generous and sympathetic attitude
- Constructive and imaginative approach to problems
- Readiness to learn, share ideas and listen
- Willingness to adapt and change and demonstrate the growth mindset we encourage in students
- Motivated by high standards: taking satisfaction in doing things really well
- A sense of school spirit and recognition that positive and cheerful capability in the face of challenge is at the heart of strong communities
- Recognising the importance of work as a source of meaningful satisfaction and fun

Safeguarding and young people's interests

- A commitment to the highest standards of safeguarding in all aspects of practice
- Genuine interest in children and young people
- Genuine interest in pastoral issues and wellbeing
- Commitment to responding to and supporting each student as an individual

VALUES



KINDNESS



COURTESY



COMPASSION



SCHOLARSHIP



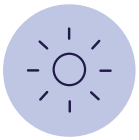
PERSEVERANCE



INTEGRITY



RESPECT



CONFIDENCE



LEADERSHIP



GIVERS,
NOT TAKERS

Terms and Benefits

- **Competitive Salary:** Dependant on skills, experience and qualifications
- **Benefits Package:**
  - 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
- **Contract:** Part-Time, Term-Time, 16 Hours per week, Monday - Thursday
- **Expected Start:** To be mutually agreed
- **Location:** 1 St. Albans Grove, London W8 5PN

The role will be subject to the successful completion of the required employment checks, including an enhanced DBS and reference. Full details of all checks that will be carried out are detailed in our recruitment policy.



Key Dates

Applications are invited from experienced, dynamic and enthusiastic leaders excited by the scope of this opportunity. For further details visit the Thomas's London Day Schools website: **thomas-s.co.uk/join-our-team** or email **hr@thomas-s.co.uk**

To apply for this post please go to **thomas-s.co.uk/join-our-team**. Should you wish to send a covering letter or supporting statement following your application, please forward it to **hr@thomas-s.co.uk**

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

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.







BE KIND
BE YOU
BELONG

BE THOMAS'S



THOMAS'S KENSINGTON

1 St Albans Grove, London, W8 5PN

020 7361 6500 | kensington@thomas-s.co.uk | thomas-skensington.co.uk

thomass.kensington