KING EDWARD'S SCHOOL
BIRMINGHAM

Music Administrator

King Edward's School in Birmingham, one of the best independent day schools in the country, is seeking a Music Administrator to join our outstanding Music Department from 4 January 2027.

Job Title:	Music Administrator
Reporting to:	Director of Music
Salary:	Grade 3 £25,554 - £28,092 FTE (actual salary £15,590 - £17,138)
Hours:	28.75 hours per week, term time (including INSET days) Typical hours are Monday to Friday 8am to 2.15pm (with a 30-minute unpaid lunch break), though flexibility is possible for the right candidate and reciprocal flexibility will be expected
Benefits:	Defined Contribution pension scheme, school fee discount, free lunches in term time, free access to swimming pool and gym facilities, free onsite parking, Cycle to Work scheme
Start Date:	4 January 2027

The Music Department

Music is strong at King Edward's School (KES), in the classroom and beyond. A close partnership with King Edward VI High School for Girls (KEHS) makes possible work of large scale and high ambition. The 98-strong KES/KEHS Symphony Orchestra regularly programmes major works of the symphonic repertoire, and there are two choirs: KES Choir, which performs at Birmingham Cathedral each year; and the KES/KEHS Choral Society, consisting of both staff and pupils. There are eight major weekly-rehearsing ensembles, as well as wind and swing bands, and numerous string quartets, piano trios, and wind and piano quintets. There are three full-time staff in the department, who both teach classroom music and deliver co-curricular music. We give about 30 public concerts each year, and 5000 people hear us play. Our main performance venue is our own Ruddock Hall, a 450-seat concert hall with Steinway model 'D' and superb acoustics. We regularly work in Birmingham Cathedral and Symphony Hall, Birmingham.

The Music Administrator reports to the Director of Music, but will also interact with two Teachers of Music, the KEHS Director of Music, and most significantly, the KEHS Music Administrator with whom there will be a high level of collaboration. There will also be regular interaction with the Arts and Events Manager in relation to events taking place in the Ruddock Performing Arts Centre (RPAC), and with visiting music teachers.

The Role

The role is a part-time permanent position starting 4 January 2027. The successful candidate will work 28.75 hours per week, typically over five days Monday to Friday 8am to 2.15pm (with a 30-minute unpaid lunch break), though there will be flexibility for the right candidate and reciprocal flexibility will be expected. This is a term time only role, however, the Music Administrator will be required to be available for the main concerts in the school calendar, as well as the annual residential music weekend. These mostly take place on weekends or evenings and are therefore outside of standard working hours. Time off in lieu will be offered.

Job Description

The most significant role for the Music Administrator will be responding to enquiries and requests from all those who use the Music Department: staff, pupils, parents and visiting music teachers. The job description below sets out the key responsibilities of the role – this is not exhaustive and is subject to review and evolution as necessary.

Working with music department staff

The Music Administrator will be required to:

- act as the department's first point of contact for pupils, staff, parents, and members of the public
- be available to pupils during their breaks and lunchtimes, be part of the department's safeguarding responsibilities, and uphold the two schools' policies and practices
- maintain records of pupils' musical activities
- keep the department's diary, booking rooms, and checking department events against whole-school KES and KEHS plans
- oversee and catalogue music library and archives (digital and print), the library of choral and orchestral sets, and be responsible for mass reproduction of scores and parts
- produce reminders and registers for weekly-rehearsing groups, and track attendance; book porters and assist with rehearsal and concert set-up; timetable and book rooms for regular and extraordinary rehearsals
- oversee the administration of department concerts and recitals, working with RPAC staff
- assist in the administration of academic coursework
- produce departmental correspondence, posters, programmes, displays, and publicity
- work with partner organisations (National Youth and Children's orchestras, CBSO, Universities, for example)
- register, track, and oversee the maintenance of the department's instruments (tuning, spares, and repairs); oversee their loan to pupils and their external hire
- assist with budgets, and, in conjunction with the finance department, be responsible for purchasing and the payment of invoices
- assist in the general maintenance of a tidy and well-ordered department
- administer trips, residential courses, and concerts in external venues

Working with visiting music teachers

There are around 40 visiting instrumental staff, delivering 300 weekly lessons. The Music Administrator will be required to:

- work with the Director of Music in the allocation of new students to existing teachers
- help the visiting teachers to communicate with pupils, parents, and staff

- inform visiting music teachers about school and department events, dates, and help involve them in the life of the school
- liaise with the Deputy Head Pastoral and HR team to ensure that records are correct and compliance checks are up-to-date; report any safeguarding issues raised by visiting music teachers
- organise room bookings for visiting music teachers and share pupils' timetables with them where required
- maintain registers for pupils' attendance
- Administer, timetable, and steward ABRSM examinations

The Music Administrator will also be expected to carry out other duties as may reasonably be requested from time to time by the Director or Music or another member of staff.

Person Specification

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are either essential or desirable in the candidates being interviewed.

Qualifications (tested at interview and in skills test)	**Essential**	**Desirable**
Good level of general education, including GCSE English at Grade B, or equivalent	✓	

Skills and Abilities (tested at application, at interview and in skills test)	**Essential**	**Desirable**
A highly organised and meticulous approach to administration and a good level of initiative	✓	
Accuracy in written communication and presentation, with the ability to check, proof and correct the work of others	✓	
Ability to oversee the administration of several major projects at once, and be proactive in ensuring their smooth and successful delivery	✓	
The ability to represent King Edward's School confidently and professionally to the public, to colleagues and to boys	✓	
The ability to assist with setting up for rehearsals, which may sometimes mean moving furniture and instruments	✓	

Knowledge and Experience (tested at application, at interview and in skills test)	**Essential**	**Desirable**
Experience of managing data		✓
ICT skills, in particular Microsoft Excel and Outlook, and experience of mass printing	✓	
Good general knowledge of music and music notation		✓

Attitudes (tested at interview)	Essential	Desirable
A positive attitude towards education and working with young people	✓	
Ability to keep calm under pressure	✓	
An understanding of safeguarding principles and practice	✓	
Ability to respect and maintain confidentiality	✓	

How to apply

The deadline for applications is **9am on Monday 23 November 2026**.

Interviews will provisionally take place on Thursday 26 November 2026.

If you have any informal queries about the role or would like to discuss it in more detail, please contact kesmusic@keschools.org.uk.

You can read more about music at KES and KEHS by visiting our blog: www.kingedwardsmusic.com.

King Edwards School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kes.org.uk.