

JUNIOR SCHOOL MUSIC ADMINISTRATOR

REQUIRED FOR 28 AUGUST 2025

CANDIDATE PACK



James Allen's Junior School

JAMES ALLEN'S GIRLS' SCHOOL

With its distinctive heritage as the oldest independent girls' school in London, James Allen's Girls' School, JAGS, provides a forward-thinking and contemporary education for over 1,100 girls aged 4 to 18.

Located in the London borough of Southwark, JAGS has a diverse school community and is committed to inclusive recruitment and inclusion in the workplace. This post presents the opportunity to work in a community without barriers to full participation. JAGS recognises that celebrating the full diversity of staff and students has a positive impact on all and invites applications from candidates from a broad range of backgrounds.

Awarded the title of London Independent School of the Year 2024 by the Sunday Times, the school has entered an exciting new phase in its development. Your input will help to bring a bold educational vision to life for all students and colleagues as we work together to develop this already exceptional school in its next chapter.



James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE

JUNIOR SCHOOL MUSIC ADMINISTRATOR

MESSAGE FROM THE HEAD

I am delighted that you are interested in joining the JAGS community. At JAGS, it is our belief that all girls should be given the opportunity to grow and flourish in an environment where there is no limit to their ambitions.

At JAGS you will find a happy, diverse and dynamic community, rooted in academic excellence and yet fully committed to the breadth of a holistic education both in and out of the classroom. Compassion and commitment are central to our ethos, in this environment that values individuality and inclusivity.

Our school aims, both in and out of the classroom, are clear:

- To celebrate our diverse and inclusive community
- To champion social awareness and sustainability
- To empower courage, creativity and compassion in each student
- To inspire aspirational and authentic lifelong learners and leaders
- To nurture respectful, resilient and kind individuals

At the heart of all we do lies a passion for life and learning. I hope that this matches your educational vision, and look forward to welcoming you soon.

MS VICTORIA GOODSON, MA (DURHAM) QTS



JUNIOR SCHOOL MUSIC ADMINISTRATOR

WORKING AT JAGS

Working at JAGS is about more than just working. JAGS is a community and a family that nurtures a warm and supportive environment for both the students and staff who come to learn and work here. From your first day at JAGS you will have access to some of the best educational facilities in the country and will be encouraged to take part in the many shared activities here.

JAGS works hard to attract the best staff from both the independent and maintained sectors and the benefit package is both generous and competitive. Candidates are welcome to visit JAGS prior to application should they wish to gain a greater sense of the school community. Please contact Sigi Nicholls; PA to the Head of the Junior School (sigi.nicholls@jags.org.uk) if you would like to arrange this.



We offer:

- The opportunity to join our outstanding school where public examination results consistently place JAGS amongst the leading schools in the UK
- A community of considerate, creative and compassionate students and staff
- A highly diverse and inclusive school community, committed to our bursary provision
- An inspiring and enthusiastic team of colleagues across the teaching and support staff
- Excellent facilities, including the latest resources to support learning
- A diverse benefits package including:
 - Competitive salary
 - Pension Scheme with 10% employer contributions
 - Free onsite parking
 - Free gym membership with discounted family rates
 - Employee Assistance Programme
 - Free lunches
 - Free access to the Dulwich Picture Gallery
 - School fee discount
 - Cycle to work scheme
 - Interest-free computer loans
 - Interest-free transport season ticket loans

JUNIOR SCHOOL MUSIC ADMINISTRATOR

THE ROLE

JOB TITLE:	Junior School Music Administrator
TERMS & CONDITIONS:	Part Time, 32.5 hours per week Term time only plus 7 days during School holidays Monday-Friday, 8:00am to 3:00pm (with 30-minute unpaid lunch break)
SALARY:	Full Time Equivalent Salary: £27,000 - £32,000 per annum depending on qualifications and experience Actual Salary: £20,101 - £23,823 per annum for working 32.5 hours per week for 35 weeks per year plus 7 days in school holidays, depending on qualifications and experience
RESPONSIBLE TO:	Head of Music (Junior School)

Overview

The purpose of the role is to ensure the smooth running of the Junior School Music department, through accurate timetabling of Music lessons for students.

The postholder will be responsible for all administrative jobs within the department including but not limited to: liaising with Visiting Music Teachers (VMTs), parents, staff and pupils; timetabling weekly music lessons; scheduling and running ABRSM examinations; providing support with concerts and other events throughout the year; and working alongside the Head of Music and VMTs to ensure the Music Department continues to be an environment in which every pupil can thrive. The successful candidate will be highly computer literate, organised and a good communicator.

Main responsibilities

- Support the Head of Music in their duties of overseeing the strategic development of the Music Department
- Support a large team of Visiting Music Teachers (VMTs).
- Co-ordinate instrumental lessons including scheduling timetables; liaising with VMTs, parents, staff, pupils and the Senior School Music Department Music Co-ordinator; lesson applications; instrumental hire; and room allocation.
- Assist in the organisation and running of all Music events throughout the year including, but not limited to, the Carol Concert, recitals, assemblies, Music Week, Open Week, VMT parents' evenings, Founders' Day, Open Morning and other events. Attendance is required at events.
- Organise and run ABRSM examinations and rehearsals.
- Coordinate and assist with a wide range of weekly music clubs.
- Work closely with the Finance Department and co-ordinate the submission of fees and purchase invoices, billing and termly VMT claim forms.

- Oversee the purchase, maintenance and hire of a large number of instruments owned by the department.
- Maintain the music library.
- Ensure the consumables within the department are maintained including sheet music, stationary, reeds, strings, etc.
- Assist the Head of Music as required with editing instrumental music reports to parents.
- Provide all admin support to the Head of Music as required.
- Organise invitations to events as required by the Headteacher.
- Any other reasonable duties requested by the Headteacher or Head of Music.

JUNIOR SCHOOL MUSIC ADMINISTRATOR

PERSON SPECIFICATION

Operational Excellence

- Educated to A-Level standard or equivalent
- Highly IT literate and adept at using a range of Microsoft programmes, including Word, Excel and Power Point
- Ability to learn new IT systems including SOCS, iSAMS, MS Teams
- Experience in creating schedules and timetables that considers a variety of activities within a school or organisation
- Excellent communicator both orally and in written form
- Experience of maintaining impeccable records
- Outstanding organisation skills with an ability to anticipate possible issues ahead of time
- A keen eye for detail and ability to maintain an exceptional standard of work
- Articulate in all forms of communication; fluent and accurate written and spoken English
- Excellent digital literacy

Personal Behaviours

- Kindness and open-mindedness
- Intellectual curiosity, enthusiasm and a personal ethos of lifelong learning
- Resilience and optimism; someone who is willing to go the extra mile in the busy life of the school
- Team-working abilities and a keenness to enable all colleagues to contribute ideas and be part of positive change

Ethos and Whole School Values

- The enthusiasm to assist in a strong co-curricular programme
- An individual with a genuine commitment to the wellbeing of the staff and students in their care
- Committed to operating as part of the School community
- Committed to equality, diversity, inclusion and anti-racism in the School community
- Committed to sustainability within the School community

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

JUNIOR SCHOOL MUSIC ADMINISTRATOR

HOW TO APPLY

We welcome applications from all parts of the community and know that our school is strengthened when staff and pupils feel a true sense of belonging. To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.

Steph Pochin, Head of Music (Junior School); (Steph.pochin@jags.org.uk) will be happy to answer any questions.

Please visit our website www.jags.org.uk/day-to-day/vacancies/ to download an Application Form.

Please note that CVs and letters sent without a completed application form will not be accepted.

For further information please contact recruitment@jags.org.uk or telephone the recruitment team on 020 8693 1181.

Closing Date: Midday on Monday 12 May 2025

Interview Date: Week commencing Monday 12 May 2025

Interviews may be held at any stage after applications are received. Interested candidates are advised to apply as soon as possible. We reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

JAGS is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers, the Disclosure and Barring Service, and overseas police and regulatory authorities where relevant.

James Allen's Girls' School 144 East Dulwich Grove London SE22 8TE



James Allen's Girls' School

Ages 4-18

144 East Dulwich Grove, London SE22 8TE
Telephone: 020 8693 1181 • Email: enquiries@jags.org.uk
www.jags.org.uk