



Simon Langton Girls' Grammar School

Part-time Music Department
Administrator

September 2026



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I would welcome you to apply to join the Langton Family.

Paul Pollard
Headteacher



Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

JOB INFORMATION : Part-time Music Department Administrator

We are seeking an organised, enthusiastic and proactive individual to join our high-performing music department as a part-time music department administrator. This is an excellent opportunity for someone who will enjoy working in a busy, creative and vibrant school environment. The successful candidate will play a key role in supporting the day-to-day running of the department, with a particular focus on administration and organisation, alongside some practical and technical support for concerts, rehearsals and other music events.

Key responsibilities will include:-

- Providing administrative and organisational support to the music department
- Assisting with the planning and organisation of concerts, performances, rehearsals, trips and other music events
- Coordinating schedules, communications, bookings and departmental records
- Supporting students, staff, peripatetic teachers and visiting musicians with day-to-day enquiries and arrangements
- Assisting with the practical setup and pack-down of concerts, rehearsals and events, including moving and arranging music stands, chairs, instruments and other equipment as required
- Providing basic practical and technical support for performances and events, working alongside music department staff and students
- Helping to ensure that teaching rooms, rehearsal spaces, practice rooms and departmental storage areas are well organised, tidy and ready for use
- Assisting with the organisation, preparation and basic maintenance of departmental resources, instruments, computers and equipment
- Helping to support student leadership opportunities, including the development and coordination of a student technical team
- Supporting the wider day-to-day life of a busy music department as required

The successful candidate will be highly organised, practical and proactive, confident using administrative systems and able to manage competing priorities. They will enjoy working collaboratively as part of a friendly team and be willing to turn their hand to both administrative and practical tasks when needed. An interest in music, concerts or the performing arts would be advantageous, although specialist musical or technical knowledge is not essential. More important is a willingness to learn, take initiative and help ensure that the department and its activities run smoothly. The role includes attendance at some evening and weekend concerts and events, for which additional hours are allocated. This will involve providing practical support before, during and after events, including helping with setup and ensuring equipment and spaces are returned to good order afterwards. Flexibility, enthusiasm and a willingness to support the wider life of the department are therefore important qualities for this position.

The successful candidate will be required to work 22 hours per week, term time only (currently 38 weeks per year), plus an additional 66 hours per year to support evening and weekend concerts and performances. The starting salary is Kent Scheme C, £14,034 per annum pro rata (FTE £26,956 p.a.)

Safeguarding recruitment statement

Simon Langton Girls' Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves regular interaction with students and therefore the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) check, satisfactory references, online searches and all other relevant pre-employment checks in accordance with Keeping Children Safe in Education and the school's safer recruitment procedures. We encourage all applicants to review the Candidate Information Pack, Job Description, Safeguarding and Child Protection Policy, Recruitment Privacy Notice and the School's Policy on the Recruitment of Ex-Offenders before submitting an application.

Start Date: November 2026

All applications need to be submitted through UKteach.com. C.V.'s cannot be accepted.

Closing date – **Mid-day Wednesday 14th October 2026**



Job Specification

Job Title: Part-time Music Department Administrator

Job Purpose: To provide administrative, organisational and practical support to the music department, helping to ensure the smooth day-to-day running of its curriculum, instrumental teaching, super-curricular programme, concerts and events

Responsible to: Director of Music

Salary: Kent Scheme C

Hours of Work: 22 hours per week term time (38 weeks per year) plus an additional 66 hours to support evening/weekend concerts and performances during the year

Specific accountabilities:

The music department administrator will provide administrative and organisational support for the day-to-day running of a busy music department and its extensive programme of lessons, ensembles, rehearsals, concerts and events. The role is primarily administrative and organisational, but also includes an important practical element. The successful candidate will help prepare spaces and equipment for rehearsals, concerts and events, assist with their smooth running, and help ensure that the department, its resources and its facilities are kept organised, tidy and ready for use. The successful candidate will need to be highly organised, proactive and flexible, able to work independently and confidently managing a range of different tasks and priorities. An interest in music or the performing arts would be advantageous, but specialist musical or technical knowledge is not essential.

Department administration and organisation

- Provide general administrative support to the music department
- Support the organisation of the department's extensive programme of rehearsals, ensembles, concerts, trips, visits and external performances as required
- Maintain departmental calendars, schedules, records, instrumental hire and other administrative systems
- Assist with communications to students, parents/carers, staff, peripatetic teachers, visiting musicians and external organisations
- Assist with room bookings and the coordination of departmental spaces
- Support the administration of concerts and events, including programmes, registers, schedules and other documentation
- Assist with photocopying, printing and preparation of music and other resources
- Maintain rehearsal registers and other records relating to super-curricular music
- Assist with departmental purchasing, ordering, invoices and stock records as required

Instrumental and vocal lesson administration

- Support the organisation and administration of the school's instrumental and vocal lesson programme
- Oversee and maintain instrumental lesson timetables and associated software
- Coordinate room bookings for visiting instrumental and vocal teachers
- Liaise with peripatetic teachers regarding timetables, rooms, students and other day-to-day arrangements
- Assist with communications with students and parents/carers regarding instrumental and vocal lessons
- Maintain appropriate records relating to instrumental lessons and school instruments
- Help to ensure that visiting teachers have the information and resources required to work effectively within the department

Rehearsals, concerts and events

- Assist with the organisation and practical preparation of concerts, rehearsals, performances and other music department events
- Set up and pack away rehearsal and performance spaces, including chairs, music stands, instruments and other equipment
- Assist with moving instruments and equipment between teaching, rehearsal and performance spaces
- Provide basic practical and technical support for concerts and events where required
- Assist with stage preparation and the smooth running of performances
- Work alongside music department staff, students and other colleagues during events
- Help ensure that performance and rehearsal spaces are left tidy and equipment is returned safely and correctly following events
- Attend designated evening and weekend concerts and events as part of the allocated additional hours
- Help coordinate and support a student technical team, enabling students to develop skills and take responsibility for appropriate aspects of concerts and events

Department resources and environment

- Help ensure that the music department remains organised, tidy, welcoming and ready for teaching and rehearsals
- Regularly check teaching rooms, rehearsal rooms, practice rooms and storage areas and help ensure they are kept in good order
- Ensure instruments, music stands, chairs and other equipment are stored appropriately and returned to the correct locations after use
- Maintain an overview of departmental instruments, equipment and resources
- Maintain appropriate inventories and records of school-owned instruments and equipment
- Identify damaged or missing equipment and report or arrange repairs as appropriate
- Liaise with suppliers, repairers and other external organisations where necessary
- Maintain and organise the departmental music library, ensuring music is appropriately stored, labelled and accessible
- Help maintain departmental displays and noticeboards and ensure that public areas of the department remain presentable
- Assist with basic preparation and checking of equipment required for lessons, rehearsals and events
- Support the organisation and appropriate storage of basic music technology equipment, including microphones, leads, amplifiers and associated equipment

Specialist repair or advanced technical expertise is not expected; where appropriate, external specialists will be used.

Working with students and staff

- Act as a helpful and approachable point of contact for students, staff, peripatetic teachers and visitors to the department
- Support students with appropriate day-to-day organisational and practical enquiries
- Encourage students to take responsibility for departmental spaces, instruments and equipment
- Support appropriate student leadership opportunities within the department
- Work collaboratively with teaching and support staff to help ensure the smooth running of the department and its activities

Health and safety

- Help ensure that departmental spaces and equipment are used and stored safely
- Follow appropriate health and safety procedures when setting up, moving and storing instruments and equipment
- Report damaged equipment, hazards or other concerns promptly to the appropriate member of staff
- Ensure appropriate procedures are followed when working with students and visiting adults.



General accountabilities for all support staff:

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal and professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To undertake first aid training and administering medicines training, if required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- Organise or support inclusion in school events, e.g. Christmas dinner, sports day, annual Commemoration Service
- To undertake broadly similar duties commensurate with the level of the post as required by the headteacher

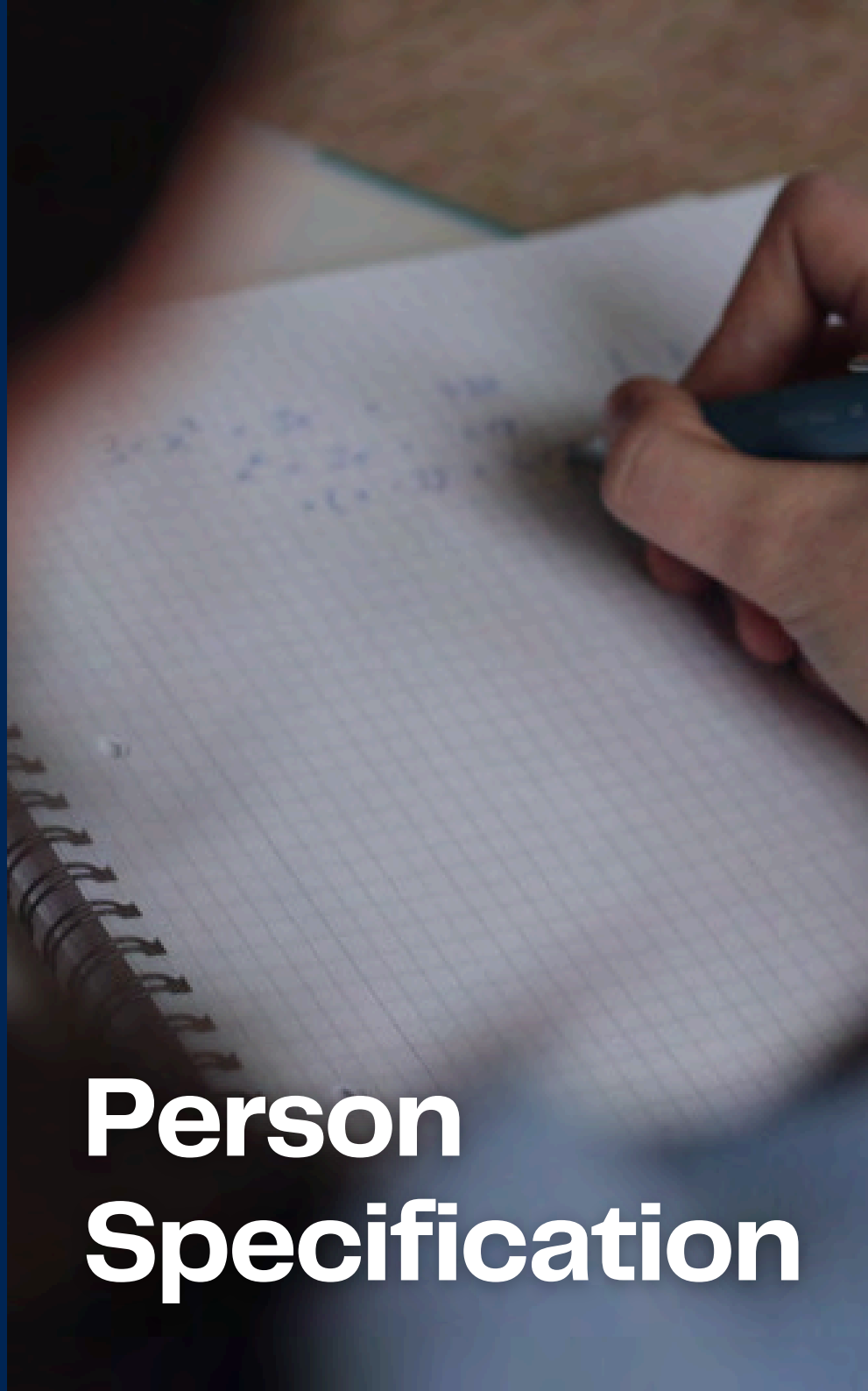
Essential

- Good general education, including GCSE grade 4+ or equivalent in English and Maths
- Excellent organisational and administrative skills, with the ability to manage and prioritise a varied workload
- Good IT skills and confidence using administrative systems, email, spreadsheets and calendars
- Good written and verbal communication skills
- A very proactive approach, with the ability to identify tasks that need completing and take appropriate action
- Ability to complete tasks independently and without immediate supervision
- Ability to work effectively and constructively as part of the music department team
- Ability to remain organised and calm during busy periods, particularly around concerts and events
- Willingness to undertake practical tasks, including setting up and packing away spaces for rehearsals and performances
- Ability and willingness to move music stands, chairs, instruments and other equipment safely around the school
- Willingness to learn the basic operation and appropriate handling of music department equipment
- Flexibility to attend designated evening and weekend concerts and events
- A positive and enthusiastic approach to working with young people and adults
- Ability to relate appropriately and professionally to students, staff, parents/carers, visiting teachers and external organisations
- A willingness to learn and develop new skills and expertise
- Sensitive to matters of confidentiality
- Punctuality, reliability and a strong work ethic
- A positive attitude towards working within a large school community and support for the school's ethos

Desirable

- Experience of working in an administrative or organisational role
- Experience of working within a school, music department, performing arts organisation or similarly busy environment
- An interest in music or the performing arts
- Experience of helping to organise concerts, performances, events or similar activities
- Familiarity with musical instruments and/or music technology equipment
- Experience of working with young people
- Experience of coordinating schedules or timetables
- Basic knowledge of live performance or technical equipment would be advantageous, but is not essential

Person Specification





The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the headteacher or designated deputy.

- Applications for this post must be made through [UKteach.com](https://www.ukteach.com)
- **Applications must be made by midday on Wednesday 14th October 2026**
- Start date : November 2026
- For further details please visit the school website or e-mail Mrs Elaine Wall (HR manager) ewall@langton.kent.sch.uk

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, peripatetic teachers and volunteers to share this commitment. An online search check will be carried out on shortlisted candidates, this is not part of the shortlisting process itself and all candidates will be provided with the opportunity to address any issues of concern that come up during the search at interview.

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Annual Staff Wellbeing Day
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students



Working at our school



Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shortlisting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address

- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment

