



King's College

TAUNTON

Music Department Administrator

Closing Date: Friday 1 November 2024





Welcome

Thank you for your interest in the role of Music Department Administrator at King's College.

We are looking to appoint a Music Department Administrator to support the Director of Music and music staff in the daily running of the department.

The role will be term-time only across Monday to Friday, 24 hour per week. There is some flexibility in the days/times worked.

We look forward to hearing from you and considering your application.

MICHAEL SLOAN
Headmaster



About the Schools

King's provides continuous day and boarding education for girls and boys aged two to 18 years. It comprises King's College Prep which has approximately 300 children from two to 13 and a senior school with approximately 400 pupils from 13 to 18.

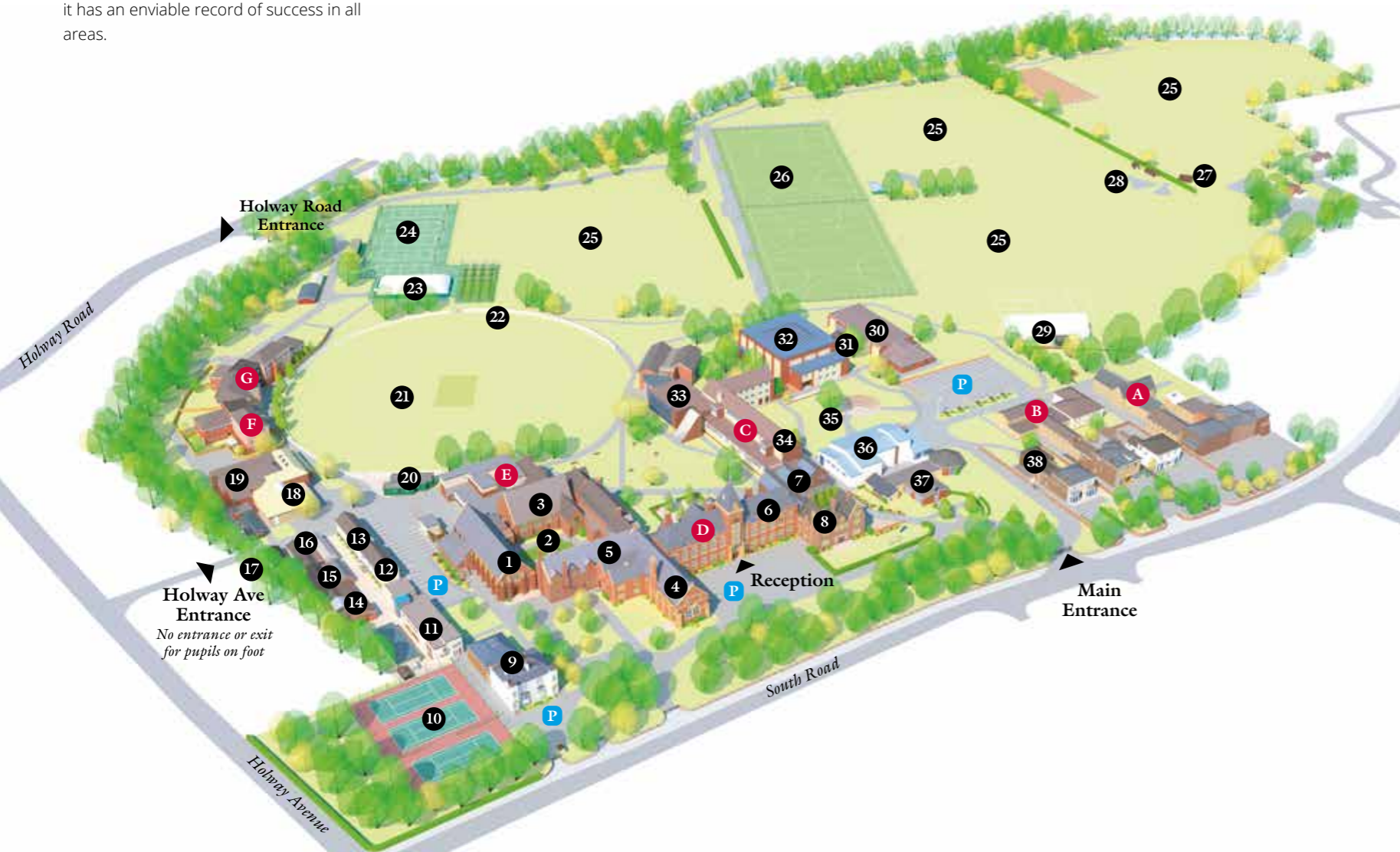
The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. Just over 60% of the pupils board. For a relatively small school, it has an enviable record of success in all areas.

The school has regularly topped GCSE and A-level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers.

In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.



King's College

South Road, Taunton TA1 3LA

<p>Main School Building</p> <p>1 The Chapel</p> <p>2 The Quad</p> <p>3 Dining Hall</p> <p>4 Woodard Room</p> <p>5 Latin</p> <p>English</p> <p>Philosophy of Religious & Ethics</p> <p>Modern Foreign Languages - <i>upstairs</i></p> <p>6 Main School Corridor</p> <p>Headmaster's Office</p> <p>PA to the Headmaster's Office</p> <p>Examination Office</p> <p>Admissions Office</p> <p>Careers Office</p> <p>Maths</p> <p>7 Philip Richards Building</p> <p>Library - <i>upstairs</i></p> <p>IT Helpdesk</p> <p>Visitor toilets</p> <p>8 Headmaster's House</p> <p>9 Silvermead Studio and Arts House</p> <p>10 Briar Lee Tennis Courts</p> <p>11 Sixth Form Centre</p> <p>Head of Sixth Form Office</p> <p>Development Office</p> <p>12 School Uniform Shop</p> <p>13 Cookery School</p>	<p>14 Laundry</p> <p>15 Shooting Range</p> <p>16 CCF and Outdoor Pursuits</p> <p>Stores</p> <p>Chindits</p> <p>Army/Navy/Marines</p> <p>17 Finance Office</p> <p>18 Design Technology Centre</p> <p>19 Squash Courts</p> <p>20 First Team Cricket Pavillion</p> <p>21 First Team Cricket Pitch</p> <p>22 Buttler's Ramp</p> <p>23 Tennis and Netball Dome</p> <p>24 Tennis and Netball Courts</p> <p>25 Sports pitches</p> <p>(rugby/cricket/athletics/football)</p> <p>26 All-weather Hockey Pitch</p> <p>27 Cricket Pavillion</p> <p>28 Athletics Cabin</p> <p>29 Sports Performance & Cricket Centre</p> <p>30 Swimming Pool</p> <p>31 Changing Cabins</p> <p>32 Sports Hall</p> <p>Climbing Wall</p> <p>Gym</p> <p>PE Classrooms</p>	<p>33 Science Centre</p> <p>Biology</p> <p>Chemistry</p> <p>Physics</p> <p>History</p> <p>34 Geography Centre</p> <p>35 The Amphitheatre</p> <p>36 The Theatre</p> <p>Black Box</p> <p>Auditorium</p> <p>37 Music School</p> <p>The Octagon</p> <p>Music Technology</p> <p>Practice Rooms</p> <p>38 Medical Centre</p> <hr/> <p>A Bishop Fox House</p> <p><i>Boys</i></p> <p>B Carpenter House</p> <p><i>Girls</i></p> <p>C Meynell House</p> <p><i>Girls</i></p> <p>D King Alfred House</p> <p><i>Boys</i></p> <p>E Taylor House</p> <p><i>Girls</i></p> <p>F Woodard House</p> <p><i>Boys</i></p> <p>G Tuckwell House</p> <p><i>Boys</i></p>
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A Rural County of Rolling Hills

Taunton is surrounded by natural beauty, with the Blackdown, Mendip and Quantock Hills on the doorstep, plus Exmoor National Park and the Somerset Levels and Dartmoor a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located between junction 25 and 26 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



The Role

Post	Music Department Administrator
Responsible to	Director of Music
Salary	FTE £25,376 per annum, actual salary for working term-time only £11,302 per annum
Hours of work	Term-time, 24 hours per week across Monday to Friday.

Job Function

To support the Director of Music and music staff in the daily running of the department. The specifics of this role will be multifarious.

Key Responsibilities

To provide administrative support to the Directors of Music at both King's College and King's College Prep. This will typically involve:

- assisting with timetabling, examination entries, programme and concert poster creation
- concert administration
- pupil attendance and performance monitoring
- maintaining records for use in billing and payments
- the curation of digital content and liaison with other schools, ensembles and visiting musicians

Person Specification

	Essential Criteria	Desirable Criteria
Qualifications	5 GCSE passes (or equivalent)	
Knowledge, skills and experience	Proficiency in the use of ICT (particularly Microsoft 365) Experience of working in an administrative role	Knowledge of Excel and video editing software Experience with marketing and social media Experience, or an understanding of the boarding environment Experience as a musician, or experience of working within a musical environment
Personal competencies & qualities	Personal organisation Independence and a willingness to think proactively Willingness to work with children and young people Creative Energy and enthusiasm Good sense of humour Openness and kindness to pupils and colleagues	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- Interview
- References from current employer and other, chosen, professionals

King's College is committed to safeguarding and promoting the safe welfare of children and young people, and expect all staff to share this commitment. This post is subject to an enhanced DBS check.

Appointment Process



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

King's College has its own pay scale and there are discounts at both King's College Prep and King's College for staff children.

Please apply by completing the appropriate King's College application form (we are unable to accept CVs without our application form).

Please write a brief letter of application, addressed to the HR Manager and send by email or post to;

Mr Craig Sweet/Mrs Sarah Matthews
c/o HR Department
King's College, Taunton, Somerset TA1 3LA

CSweet@kings-taunton.co.uk
SLMatthews@kings-taunton.co.uk
01823 328105/328231

The closing date for applications is Friday 1 November 2024.





King's College

TAUNTON

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01823 328200 | reception@kings-taunton.co.uk

www.kings-taunton.co.uk