

JOB DESCRIPTION & PERSON SPECIFICATION

Music Administrator

Music | Permanent | January 2027



IPSWICH SCHOOL

Role overview

The key information candidates need at a glance.

DEPARTMENT	Music	REPORTS TO	Director of Music
CONTRACT	Permanent/term time plus	HOURS	8.30 am – 4.30 pm on Mondays – Fridays (one hour break for lunch), term time only with an additional 10 days to be worked during Ipswich School holiday periods as mutually agreed with the Director of Music. These 10 days are included in salary
SALARY	£19602.00	HOLIDAY	School holidays
LOCATION	Ipswich School	START DATE	January 2027
PROBATION	5 months	DIRECT REPORTS	None

Job purpose

An opportunity to make a difference.

Music is at the heart of cultural life at Ipswich School. Operating from our purpose-built Music building within the Britten Faculty of Music, our vibrant department supports hundreds of pupils across both the Senior and Preparatory Schools, 25 Visiting Music Teachers (VMTs), and an expansive calendar of concerts, tours, and external performances.

As the central point of contact for staff, parents, pupils, and external venues, the Music Administrator leads the day-to-day administrative coordination of our bustling department. This key support role is responsible for

overseeing music administration, event logistics, room bookings, financial tracking, VMT coordination, and line managing the Music Administration Assistant to deliver high-quality musical experiences for young people.

Key responsibilities

You'll play an important role by:

MAIN RESPONSIBILITIES

- **Parent & Pupil Liaison:** Act as the primary contact for parent queries regarding instrumental lessons, instrument hire, trial lessons, and music scholarship auditions.
- **Financial & Resource Management:** Maintain departmental income/expenditure records using iFinance, process invoices, handle instrument repair/hire administration, and liaise with the Bursary.
- **Visiting Music Teachers:** Manage all aspects of Visiting Music Teachers (VMTs) and the administration of individual music lessons, including advising on timetabling, VMT induction, student allocations, and ongoing day to day liaison.
- **Department Support:** Provide high-level daily administrative assistance to the Director of Music and other music staff to support the successful realisation of the department's vision

PEOPLE / TEAM RESPONSIBILITIES

- **Line Management:** Supervise, train, and allocate priorities to the Music Administration Assistant
- **VMTs :** First point of contact for VMTs.

OPERATIONAL RESPONSIBILITIES

- **Financial & Resource Management:** Maintain departmental income/expenditure records using iFinance, process orders and invoices, handle instrument repair/hire administration, and liaise with the Bursary over pupils fees.
- **Co-curricular activities:** Oversee the administration and events for approximately 30 weekly co-curricular clubs and activities
- Oversee the organisation of Trinity and ABRSM music exams
- **Trips and Tours -** Oversee the administration of the music department trips and tours.

Working relationships

Reports to	Director of Music
Direct reports	Music Administration Assistant
Key relationships	Internal: Senior & Preparatory School pupils, parents, VMTs, Bursary staff, HR, and wider school administrative teams. External: External venues , music exam boards (ABRSM/Trinity), external trip providers, and repair/instrument vendors.

Safeguarding

Safeguarding and promoting the welfare of children

Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. All employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with, and must comply with the School's Child Protection and Safeguarding Children Policy at all times. Any actual or potential concerns about a child's safety or welfare must be reported through the School's safeguarding procedures.

Employees are expected to attend safeguarding training as directed.

We're looking for someone who...

Criteria	Essential	Desirable
QUALIFICATIONS		
NVQ Level 2/3 in Business Administration (or equivalent demonstrable experience).	●	
Proficiency in MS Office Suite (Word, Excel, Outlook) or Google Workspace (Docs, Sheets, Gmail).	●	
Minimum GCSE Grade C/4 in English and Maths.	●	
Music/Arts Administration qualification or familiarity with music exam board systems (ABRSM, Trinity).		●
EXPERIENCE		
Strong Administrative Background: Experience managing complex logistics, schedules, databases, and financial tracking/invoicing.	●	
School Operations: Prior administrative experience within a school or academic setting would be advantageous.		●
KNOWLEDGE & SKILLS		

Music Knowledge: A musical background or functional knowledge of music to inform day-to-day administrative tasks, departmental scheduling, and communication with staff and pupils. ●

Technical Proficiency: Fluent in office software, spreadsheets, electronic booking systems, and basic finance packages (experience with school platforms such as iFinance/IS-Post is advantageous). ●

PERSONAL ATTRIBUTES

Teamwork and Adaptability: A flexible and collaborative team player who thrives under pressure in a fast-paced, dynamic department, with the ability to manage competing priorities effectively. ●

Communication & Interpersonal Skills: Excellent written and verbal communication; comfortable liaising with parents, staff, external venues, and pupils. ●

SAFEGUARDING / PROFESSIONAL REQUIREMENTS

Certification or training in Safeguarding Children / First Aid. ●

Standard requirements

EQUALITY, DIVERSITY & INCLUSION

Ipswich School is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates.

GENERAL DUTIES

The responsibilities set out in this job description describe the main expectations of the role and are not intended to be an exhaustive list. The post holder may be asked to undertake other reasonable duties of a similar level and nature. The job description may be reviewed and amended from time to time, following consultation, to reflect the needs of the School and the professional development of the post holder.

SAFEGUARDING

The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. They must comply with the School's safeguarding policies and procedures, report concerns promptly and attend safeguarding training as directed.

ROLE-SPECIFIC SAFEGUARDING / PROFESSIONAL REQUIREMENTS

[Insert only where the role requires additional safeguarding, regulatory, licensing, physical, medical or professional requirements beyond the standard statements above.]

Creating Extraordinary Staff...