



HAMPTON SCHOOL

(HMC 1280 boys 11-18, 370 in Sixth Form)

MUSIC ADMINISTRATOR
Full-time or Term time (plus additional weeks)

The Music Administrator will work within the School's outstanding Music and Drama departments to provide organisational and administrative support to ensure the smooth day to day operations of the Music department and co-curricular Drama/Performing Arts events.

A key part of the role is day to day liaison with pupils and weekly timetabling of music lessons for the Visiting Music Teachers. The successful candidate must have an appreciation of the demands of working in a music and drama department and have a genuine willingness to support the department at all events and music trips, which will involve evenings and weekends. You must enjoy the challenge of a busy working environment and be able to demonstrate excellent organisational, communication and administrative skills combined with a personable, self-motivated, 'can-do' approach.

This can be either a full-time or term time appointment (plus three weeks) with working hours of 8.00am to 5.00pm. The salary will be £27,256 per annum (pro-rata if term time) plus remuneration for events/trips. The post holder will enjoy a number of staff benefits.

The closing date for applications is 9.00am on Monday 16 July 2018

Further details and an application form can be downloaded from the School website www.hamptonschool.org.uk

An application form including details of two referees should be sent recruitment@hamptonschool.org.uk by

Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. Hampton School is an equal opportunities employer.

Registered Charity No 1120005. Company No 06264434.