



School Music Administrator (Part-Time)

To commence September 2026

Location

Wrekin Senior

Hours

Part-Time: 15 hours per week over 2 days, term time only (flexibility on days may be required)

Salary

Exceeds NMW

Reports To

Director of Music

Purpose of the Role

The School Music Administrator provides efficient administrative and organisational support to Wrekin Senior's Music Department, ensuring the smooth running of all music activities. The postholder will coordinate lesson schedules, events, communications, and resources.

Key Responsibilities

- Coordinate music and LAMDA lesson schedules and liaise with music teachers. This is the main task of this role. The successful candidate will need to refer to the school calendar and schedule lessons around events such as exams, trips and fixtures. Training in the software used for the organisation of lessons will be given.
- Prepare and send in the billing spreadsheet for the bursary so lessons can be invoiced and charged.
- Provide day-to-day administrative support to the Music Department.
- Help maintain and monitor accurate records of student participation in music lessons, ensembles, choirs, and performances.
- Manage and coordinate departmental correspondence, including emails, letters, and notices to parents, pupils, and staff.
- Assist with managing calendars for rehearsals, concerts, examinations, and departmental events.
- Assist with the planning and administration of concerts, productions, and music tours.



- Help prepare event programmes, registers, risk assessments, and supporting documentation.
- Support front-of-house arrangements for performances and events as required
- Process invoices, purchase orders, and departmental expenditure in accordance with school procedures.
- Assist with budgeting and tracking expenditure and income for music activities and events.
- Where applicable liaise with the Music Department at Wrekin Prep.

General Duties

- Ensure compliance with school policies, including safeguarding, health and safety, and data protection requirements.
- Attend departmental meetings as required.

Person Specification

Essential Qualifications and Experience

- Experience in an administrative, office, or coordination role.
- Strong organisational and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office or Google applications, particularly Outlook, Word, Excel, and Teams or the Google equivalents.
- Ability to manage multiple priorities and meet deadlines.
- High level of accuracy and attention to detail.
- Ability to work independently and collaboratively.

Desirable Qualifications and Experience

- Previous experience working within a school, educational, or arts environment.
- Knowledge of both music education and general music.



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To apply: please download and complete a school application form. Completed applications should be returned to recruitment@wrekincollege.com by the closing date of 26th June 2026

Review

This job description will be reviewed regularly and may be amended at any time after consultation with the postholder.

General

Wrekin Old Hall Trust Ltd is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Applicants will be subject to online background checks if selected for interview. The appointment will be subject to a clear enhanced DBS check, prohibition from teaching checks, satisfactory employment references, proof of identify and the right to work in the UK.

We reserve the right to interview before the closing date.

Closing Date: 8th July 2026