



Music Administrator Application Pack



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Welcome from the Principal

Thank you for your interest in this post. Choosing the right school in which to work is a very important decision, and the aim of this application pack is to provide you with sufficient information to support your consideration of whether you would be happy and motivated working with us over the coming years, to shape the future of our school and inspire our students to make academic progress that is within the top 15% of all schools nationally.

Chipping Campden School is indeed a very special place – unlike any other. What makes our school so special is its culture and ethos; something that has been grown since the school's formation in c.1440, enabling students to feel empowered in their learning and inspired to excel. The school has a very special place in my heart, having served at the school between 2003 and 2011 as a Teacher of mathematics, Head of Year and latterly Assistant Headteacher. Without doubt, having the opportunity to return to the school as Principal in 2023 is the proudest moment of my career. Having taught and led in a variety of other schools across the country, when I drive to Chipping Campden School each day, I know that I am very privileged to be coming to such a special place, with so many amazing people.



When you take a walk around our school, it is impossible not to feel a palpable buzz of excitement. There are so many opportunities for students to flourish, whether that be representing our school on the sports field, performing on stage in our state-of-the-art Performing Arts Centre, leading one of our Student Parliament Ministries or completing the Duke of Edinburgh Gold Award; our offering of co-curricular and extra-curricular activities is enormous.

We are unashamedly ambitious for all our students, enabling them to develop high aspirations and chase goals that perhaps at first, may seem a little daunting. It is only when we relentlessly pursue these high aspirations and settle for nothing less than our very best, do we enable our students to leave our school being able to successfully compete with their global counterparts, in whatever they choose to do at the end of, what for most, will be a seven-year partnership with us. As staff at the school, I believe it is our job to provide the expertise and environment to enable our students to do just that, supporting and challenging along the way.

If you decide to apply for the post of Music Administrator, you will be a well organised candidate with a passion and flair for music. You will be someone who has a flair for administration coupled with the ability to assist and support students in the classroom. Your main role will be organising timetables and liaising between parents and peripatetic staff. An ability to assist within the classroom is also desirable but not essential. The department is well resourced with a suite of Mac mini computers running Sibelius Ultimate, Logic Pro and GarageBand in addition to a recording studio and a suite of keyboards. The school has also recently opened a purpose-built Performing Arts centre with a large auditorium, dance studio and smaller performing space. The performing arts faculty is highly valued and supported by the SLT and wider community.

You will be joining an enthusiastic team consisting of Director of Music, and two Music Teachers. Director Of Learning: Performing Arts: Head of Drama and wider team of Drama Teachers. The Music Department has a wide extra-curricular offer running from small ensembles through to choirs, concert band and jazz band. We regularly perform in the wider community at fayres and festivals and put on two shows in conjunction with the drama department every year. We are lucky enough to work in conjunction with many high-quality musicians providing workshops for the students. Last year, Longborough Opera funded a performing arts workshop for the best dancers, musicians and actors in the school. The musicians got to work with professional musicians from Chroma performing Stravinsky's Firebird. It is high quality events such as this that led the school to be recently awarded Artsmark Platinum status.



If you would like to apply for this position, please do so by completing both parts of our application form, which can be found on our website, by clicking [here](#). Part 1 of the form (pages 3 and 4) provides a space for you to write about the relevant skills and experience that make you a suitable candidate for this post. This section is restricted to two pages and should outline how your skills

set and experiences to date are suited to the requirements of the person specification. The deadline for applications is **10am on Monday 1st June 2026**.

I look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'G. Burton', written in a cursive style.

Gareth Burton
Principal

Staff benefits

Every school is unique and ours is no exception. One of our unique selling points is the relatively high average length of service of our staff, and relatively low rate of staff turnover. Neither of these are by chance and are the product of staff feeling trusted, empowered and recognised for leading the roles they do. We feel that a mark of the outstanding school we are is symbolised by the number of staff who choose to send their children to be educated with us.



Below is a list of just some of the 'pull factors' that contribute to making our school a great place to work:

- An allocation of three, paid staff wellbeing days, where employees are not required to be in school
- Commitment to staff wellbeing through a variety of internal practices, designed to recruit and retain the very best staff.
- Complimentary use of the school sports facilities, including gymnasium, swimming pool and fitness equipment (timetable in place).
- Comprehensive range of staff social events throughout the year.
- Cycle to Work scheme

- Freshly prepared and cooked food available on site
- Health and wellbeing support including access to an Employee Assistance Programme (including partners and dependents), confidential counselling services and support from our Staff Wellbeing Group, who meet regularly to ensure that our staff wellbeing is prioritised.



- Outstanding, tailored CPD
- Pension Scheme membership (Teachers Pensions or Local Government Pensions Scheme)
- The school is located within the beautiful Cotswold town of Chipping Campden, with friendly businesses, including a wide range of restaurants and pubs.

Job description

Job Title:	Music Administrator
Reporting to:	Director of Learning: Music
Grade:	4 (points 7 – 10)
Contract:	Permanent, Term time
Hours/Pattern of Work:	10 hours per week - hours by agreement

Job Purpose:

- To support the Music Department in any administration and assist students in the classroom

Main Duties:

- Dealing with music queries, internally and externally from parents
- Scheduling visiting music teachers and ensuring students understand the timetables
- Maintaining records of attendance and creating an annual report
- Assisting with the recruitment of new visiting music teachers
- Provide high quality support for students in the classroom and in one to one or small group work under the direction of the Teacher
- Liaison with Site and Theatre Managers and staff to calendar and book dates/events
- Liaison with Finance for invoicing
- To assist with ordering of props and costumes for school productions
- Any other administration to support the smooth running of the school

Other:

- To undertake such other reasonable associated duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of the job
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy
- The share the School's commitment to safeguarding and promoting the welfare of children and young people and ensure compliance with the school's Child Protection Policy at all times.

Person specification

Education and qualifications	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Relevant educational qualifications at school/college	E	A
Administrative/business/office-based certification	D	A
Professional knowledge and experience	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Excellent working knowledge and practice in Microsoft Office packages	E	A/I
Ability to relate well to children and adults; committed and passionate about student achievement	E	A/I
Good organisational skills, able to co-ordinate a variety of tasks/communications/meetings and organise own workload	E	A/I
Energetic and passionate about Music	E	A/I
Experience of working in a school environment	D	A
Traits and competencies	Essential (E) or Desirable (D)	Application (A), Interview (I) or Reference (R)
Committed to and good understanding of Safeguarding and Child Protection practice and procedure	E	A/I
Able to carry out routine tasks without close supervision	E	I
Able to identify, prioritise and deal with issues as they occur	E	A/R
A 'self-starter' with the ability to motivate self, prioritise effectively and meet deadlines	E	I/R
A confident communicator	E	I/R
Someone who is: <ul style="list-style-type: none"> Willing to work outside of normal hours if required Flexible and adaptable to changing circumstances Enthusiastic, approachable and team spirited 	D	I
<ul style="list-style-type: none"> Willing to be involved in and contribute to the development of the department and extra-curricular activity 	D	I



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