Music Department Administrator

Join the Cardinal Vaughan Memorial School, W14 8BZ, as our Music Department Administrator.

Hours: Full time, 41 weeks a year
Salary: To be confirmed
Start Date: 4 December 2026 or as soon as possible afterwards
Contract: Permanent

Are you an organised, proactive administrator looking for a varied and rewarding role in one of London's leading school music departments?

The Cardinal Vaughan Memorial School is seeking an enthusiastic and highly organised Music Department Administrator to provide comprehensive administrative support to our thriving Music Department. This is an exciting opportunity to play a key role in supporting a nationally recognised music programme that enriches the lives of hundreds of young people.

About Us

The Cardinal Vaughan Memorial School is a highly successful and oversubscribed Roman Catholic comprehensive school for boys, with a pan-London intake and mixed Sixth Form. Conveniently located halfway between Shepherd's Bush and Holland Park tube stations, the Vaughan is situated within the leafy surroundings of London's Holland Park area and is within easy walking distance of Westfield shopping centre and nearby Notting Hill. Both stations are served by the Central Line, with Shepherd's Bush Overground also running trains to Clapham Junction every ten minutes.

The Music Department combines classroom music at GCSE and A-Level with an extensive programme of instrumental and vocal tuition, orchestras, bands, chamber music, choirs and concerts. Its specialist music facilities include teaching and rehearsal rooms, a music technology suite and a recording studio. Visiting instrumental and vocal teachers are central to this provision, and the Administrator plays an essential part in ensuring that lessons run smoothly.

The school's Schola Cantorum, its liturgical choir, is widely known for its work in churches and cathedrals, concerts, recordings and professional engagements, including work with professional opera companies and orchestras. The Music Department also presents major choral and orchestral concerts, musicals, recitals and events throughout the year. These activities make the Vaughan a particularly varied and stimulating place to work.

The school is part of the Saint John Southworth Catholic Academy Trust, which promotes a collaborative environment, founded on Catholic Social Teaching and the principles of solidarity and subsidiarity, ensuring all pupils are supported to grow and succeed.

About The Role

Working closely with the Director of Music, you will be responsible for the day-to-day administration of instrumental and vocal tuition, ensembles, examinations, concerts and departmental activities. You will act as

a key point of contact for pupils, families, visiting music teachers and colleagues, ensuring the smooth operation of all administrative aspects of the department.

Key responsibilities include:

- Administering instrumental and vocal tuition programmes, including enrolments, withdrawals and timetable changes
- Coordinating lesson schedules, attendance records and communications with families and visiting teachers
- Managing tuition invoicing, fee records and liaison with the Finance Team
- Organising music examination entries
- Supporting the administration of the Vaughan Centre of Young Musicians
- Assisting with concerts, performances, auditions, tours and other musical events
- Ordering music resources, arranging instrument repairs and maintaining departmental records
- Providing administrative and secretarial support to the Director of Music

What We Offer

- A supportive and collaborative working environment
- Professional development opportunities tailored to support your growth and career progression
- A welcoming and supportive environment with a commitment to safeguarding and promoting welfare for all pupils
- An Employee Assistance Programme providing free, confidential 24-hour support and counselling services
- A cycle scheme to help spread the cost of purchasing a bicycle and equipment

Apply Today

To learn more about the role, the school and the Trust, please visit our Vacancies page.

To apply, please download and complete the application forms available on our Vacancies page mentioned above. Once you have completed the forms, please email your application to the Human Resources Team via hrteam@sjscat.co.uk.

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

The Cardinal Vaughan Memorial School and the Saint John Southworth Catholic Academy Trust are committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and further information about filtering offences can be found in DBS filtering guide.

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!