



Barnard Castle School
ESTD 1883



Part Time Music Department Administrator

For September 2026

Welcome from the Bursar

Dear Candidate,

At the heart of our Music Department is the belief that every child is a musician. We aim to cultivate a culture in which all pupils enjoy making music on a weekly basis.

We are seeking to employ an organised, professional and enthusiastic Music Department Administrator to join our Music Department in September 2026.

The position will be part time and permanent, working 20 hours per week, term time only plus 10 days.

We welcome applications from all levels of experience.

Barney is an exciting and hugely rewarding place to be, and I look forward to receiving your application.

With kind regards

A handwritten signature in black ink that reads "S.M. Metcalf". The signature is written in a cursive, slightly stylized font.

Suzanne Metcalf
Bursar



Job Description

Job Title: Music Department Administrator

Reporting to: Director of Music

Role Type: Part Time, Permanent, Term Time Only

Start Date: September 2026

Role Summary:

Barnard Castle School is seeking an organised, professional and enthusiastic Music Department Administrator to join our Music Department team from September 2026. The successful candidate will play a pivotal role in the day-to-day running of the Department, offering administrative and organisational support to the Director of Music, Teachers of Music and Visiting Music Teachers.

At the heart of the Music Department is the belief that every child is a musician. We aim to cultivate a culture in which all pupils enjoy making music on a weekly basis. Every pupil in the school takes part in weekly singing sessions, and a high proportion learn one or more instruments. Music is taught from Reception through to GCSE and A Level, with a broad range of instrumental and choral ensembles available for pupils to join.

The position will be part time and permanent, working 20 hours per week, term time only plus 10 days. Occasional front of house support would be required for concerts, which can be in the evenings.

Key Responsibilities

School and Department values and ethos

- Work collaboratively as part of a team, supporting and furthering the school's ethos, educational aims, and priorities;
- Assist the Director of Music in delivering the Departmental Plan, fostering a happy and ambitious department in which every child is a musician;

Individual Music Lessons

- To support Visiting Music Teachers with the organisation, management and distribution the music timetables for the Senior School and Prep School;
- To follow up missed lessons with pupils and assist Visiting Music Teachers in locating any missing pupils;
- To regularly update and maintain the records of all Visiting Music Teachers, and their pupil teaching groups;
- To liaise with parents, staff and pupils, including being the first point of contact for all enquiries;
- To proof read pupil reports after the Director of Music has seen them, at the end of each term.



Concerts and Events

- To assist the Director of Music and Teachers of Music with the wide-ranging administrative and organisational aspects of the extensive concert and events programme, which ranges from small informal events to a variety of large-scale concerts. This will include Box Office and Front of House support at some events as agreed with the Director of Music.

Pupil Examinations

- To oversee the entering of pupils – generally on a termly basis - for practical music examinations, as instructed by the Director of Music;
- Oversee schedule and administration for in-person examination days.

Other Responsibilities

- To receive and make Departmental telephone calls;
- To undertake Departmental filing;
- To type up the Director of Music's letters or emails to parents;
- To attend Music Department meetings, taking notes, typing up minutes and distributing within the Music Department;
- To order and monitor Departmental stationery;
- To assist with the School's music marketing;
- To order sheet music, as required;
- To oversee room bookings as required;
- Undertake any other reasonable tasks as requested by the Headmaster and/or Director of Music.

Candidate Specification

Essential Criteria:

- Excellent communication skills, both verbal and written;
- The ability to communicate effectively with School staff, parents and pupils;
- A calm, reassuring and empathetic manner and personality;
- Excellent administrative and organisational skills;
- The ability to prioritise a busy workload;
- The ability work flexibly, and to adapt to and deal with sudden changes to the daily schedule;
- A strong degree of competency with Microsoft Office programmes including Word, Access, Outlook and Excel.

Desirable Criteria:

- Experience of working with children;
- A love of and knowledge of music.



As a member of Barnard Castle School staff:

- Demonstrate high standards of professionalism, reliability, appearance, and conduct.
- Act as a positive role model for pupils.
- Foster an atmosphere of mutual respect, trust, and inclusion.
- Support the School's values, ethos, and reputation.
- Build positive working relationships with pupils, parents, colleagues, and visitors.
- Contribute positively to the wider life of the School where appropriate.
- Promote the School positively to prospective families and visitors.
- Uphold all School policies and procedures.
- Contribute ideas for continuous improvement and work collaboratively with colleagues.

Support and Professional Development

The post holder will receive regular support from the Director of Music. Professional development is encouraged, and relevant training will be provided to support the responsibilities of the role.

This job description outlines the principal duties and responsibilities of the role. It is not intended to be exhaustive.

The duties may be reviewed periodically and amended following consultation with the post holder to reflect the changing needs of the School. Employees will be expected to undertake other duties commensurate with the level and responsibilities of the post as reasonably requested.

Terms and Conditions

Type: Part Time, Permanent, Term Time Only Plus 10 Days Contract

Hours: 20 hours per week, term time only, 9.00 am – 1.00pm Monday to Friday, plus 10 days during the school holidays to be agreed with the Director of Music.

Salary: £13.19 per hour

Paid Holidays: 5.6 weeks holiday per year (inclusive of bank holiday entitlement) calculated on a pro rata basis dependent on the hours worked. Holiday pay is included in an annualised salary.

Pension: In accordance with current pension legislation, Operational Staff are automatically enrolled in The Pensions Trust Flexible Retirement Plan scheme unless they choose to opt out. More information is available on request.

Recruitment Process

Enquiries

If you have any questions about the role in advance of applying, please contact the Director of Music, Matt Lowe, mxl@barneyschool.org.uk who will be pleased to have an informal discussion.



The School offers a pension package. Other benefits include fee remission for children in the School, use of our gym, sports facilities and swimming pool, free meals during term time, free parking, and access to various social activities throughout the year.

Applications

If you feel that you can meet the above requirements, then please submit a letter of application along with the Barnard Castle School application form to the Bursar. Only applications containing the requested information will be considered.

Applications should be sent to:

Mrs S M Metcalf
Barnard Castle School
Barnard Castle
County Durham
DL12 8UN

Telephone: 01833 696098

Email: hr@barneyschool.org.uk

Information about Interviews:

Deadline for applications: 9.00 am Tuesday 11th August 2026

Interviews: Wednesday 19th August 2026

Applicants should read carefully the application procedure – guidance for applicants, Policy on the Recruitment of Ex-offenders and the Disclosure policy and the Safer Recruitment policy.

*Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974, and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service.
Barnard Castle School is an equal opportunities employer.*

