

Job title Music Schools Administrator/Receptionist

Reports to Music Schools Manager

Job Purpose

The Music Schools Administrator and Receptionist will assist the smooth running of the Music Schools by performing many varied administrative duties. The Music Schools Administrator and Receptionist will be the first point of contact for all boys and visitors to the Music Schools and will ensure the day-to-day security and safe operation of the buildings. They will also provide general assistance to the teaching and non-teaching staff in the department.

Key Tasks and Responsibilities

- Greeting and supervision of visitors to the Music Schools;
- Being the first point of contact for boys with queries relating to music lessons & timetables;
- Assisting with music lesson timetable entry on Maestro;
- Reporting of absences on the school administration system;
- Allocating teaching rooms and managing the booking of performance & rehearsal spaces;
- Ordering of music, practice books, etc. for staff and boys;
- Checking and distribution of music orders on arrival;
- Keeping notice boards and signage up to date and relevant;
- Ordering of office supplies and provisions;
- Taking in and distributing post and deliveries for the department;
- Photocopying and clerical work as needed and requested;
- Assisting with the administration of competitions and events;
- Regular checks on the tidiness of rehearsal spaces and staff common room;
- Maintaining general tidiness and security of the building and locking up when necessary;
- Raising maintenance and repair work requests with buildings department;
- Weekly testing of the Fire Alarms (on Sundays);
- Any other tasks delegated by the Precentor or Manager;
- All employees of Eton College are also expected to:
 - Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
 - Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
 - Understand and comply with procedures and legislation relating to confidentiality;
 - Display a commitment to and promotion of equality, diversity and inclusion.

Last Updated: May 2026

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

Skills and Competencies Required

To be successful in this role, you will need to:

- Have previous experience in an administrative, reception, front office or similar role;
- Be able to deliver a professional customer service experience and act as a first point of contact for pupils, staff and visitors;
- Demonstrate strong inter-personal skills, both written and spoken;
- Have excellent organisational skills, with the ability to manage workload, prioritise tasks and respond effectively to changing circumstances;
- Have strong IT skills (Word, Excel, Outlook, databases and school administration systems) with a high level of accuracy and attention to detail;
- Have the ability to work with in-house timetabling and administrative systems, such as Maestro;
- Have experience managing schedules, room bookings, timetables or administrative records;
- Have the ability to work both independently and as part of a small team;
- Have a resourceful and pro-active approach, using initiative while recognising when to seek support;
- Be able to handle confidential information appropriately and maintain professional standards at all times.

You may enjoy this role if:

- You enjoy meeting people, and are welcoming and friendly;
- You enjoy working in a fast-paced role and enjoy variety in your work;
- You pride yourself on being trustworthy and reliable;
- You are adaptable and flexible;
- You have a keen interest in Music.

Working Pattern

- Your working hours will be an average of 26.8 hours per week, with a mix of morning and afternoon shifts. These shifts will usually be worked over 5 days per week, and this will include at least one shift on a weekend per week. This total includes 9 shifts to cover the three days at the start of each half. Exactly how these hours are worked will be by mutual agreement with the Music Schools Manager and you will be issued with a shift pattern. This role works 32 weeks per year during term time, with an additional 3 days (1.8 weeks) worked before the start of each term. Therefore, your working weeks are 33.8 weeks per annum.
- Paid holiday entitlement is 5.6 weeks including bank holidays. However, when a bank holiday falls during a school term the post holder may be required to work on that day and will be entitled to an additional day's paid holiday in lieu. The full statutory holiday entitlement is required to be taken (including any additional days in lieu) during periods outside of the required 33.8 working weeks.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List

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ROLE PROFILE

information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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