

Job Title	Assistant Music Administration Manager (known internally as 'Assistant Music Schools Manager')
Reports to	Music Schools Manager

Job Purpose

The Assistant Music Administration Manager will assist with the smooth running of the Music Schools through effective management and support of key administrative tasks. The post holder will be primarily responsible for concerts, competitions, masterclasses and the arrangements for music exams. They will provide direct assistance to the Music Schools Manager. They will be part of a seven-person team, reporting directly to the Music Schools Manager. This team also includes three administrators and three evening stewards.

Music at Eton

Eton College is proud of the high quality musical education we provide, and see music as a key part of our boys' education. The department aims to provide opportunities in a wide range of musical genres for all boys, regardless of their experience level. The quality of academic and instrumental teaching, the huge variety of performance opportunities and our world class facilities mean that Eton is seen as an attractive alternative to specialist music schools.

During each week of the academic year, there are, on average, three concerts and four choral services, providing solo and ensemble performing opportunities for boys of all levels. There are currently 53 instrumental ensembles which rehearse each week. Over half the boys at the College learn a musical instrument, with 1250 individual lessons taught weekly by a team of 80 Visiting Music Teachers. There are seven choirs and choral groups at the College ranging from a 200-strong chorus to small close harmony groups. The Music Schools house two concert halls, a recording studio, three music technology suites, drum suites, a music library, and a large number of teaching and practice rooms. Beyond the Music Schools, Eton has two chapels which are home to four of the College's seven pipe organs.

Key Tasks and Responsibilities

- Acting as the first point of contact for Visiting Music Teachers (VMTs), including:
 - Overseeing the VMT timetable entry.
 - Assisting with queries relating to lesson timetables.
 - Supporting the VMT induction programme.
 - Providing basic IT support.
 - Handling other general queries from VMTs in a timely manner.
- Supporting the use and development of Maestro (the main administrative system for the music department), including:
 - Maintaining the Maestro core data including lesson allocations, ensemble membership, VMT lists and tuition groups.
 - Supporting all Maestro users in navigating the system.
 - Exploring opportunities for further applications of the system, including for room allocation, instrument hire, music orders and an online music diary.
- Ensemble and event management, including:
 - Maintaining events and ensemble details on Maestro.

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- Communication with ensemble members as required.
- Expanding the use of Maestro to capture details of all events.
- Coordination of concerts, competitions and masterclasses, including:
 - Liaising with music staff on dates and planning for future events.
 - Compiling entry lists.
 - Supervising production and distribution of programmes and adjudication sheets.
 - Liaising with external guests regarding visitor and registration requirements.
 - Coordinating room booking, setup and clearing of spaces.
 - Being in attendance to help on the days of the main orchestral concerts and the ECMS Chorus Concert.
 - Identifying opportunities to enhance event administration through the use of AI integrations and automation via Microsoft apps.
- Being responsible for ensuring the Music Schools are kept tidy at all times, including:
 - Daily review of the tidiness of the building.
 - Follow up action with previous users if rooms are not left as expected.
 - With others, clearing and resetting of rooms as necessary.
 - Ensuring rooms are appropriately equipped and furnished at all times.
- Exam organisation and Coordination, including:
 - Booking exam dates for ABRSM, Trinity, LCM & Indian Music as required.
 - Collecting entries from VMTs and submitting them to the relevant board.
 - Arranging timetables for aural training sessions.
 - Arranging timetables for exam week.
 - Distributing exam result to students.
- Assisting the Music Schools Manager in all aspects of their role. In particular:
 - Regular reporting and analytics on music department activities.
 - Assisting with the upkeep of music department buildings and facilities.
 - Equipment purchasing and repairs.
 - Contributing ideas for integrating digital solutions to support department operations.
 - Carry out any other tasks as required by Precentor or Music Schools 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.

Working Pattern

The post holder is expected to work 32.5 hours per week (working 9am to 4:30pm from Monday to Friday with one hour unpaid for lunch each day). This is an office-based role where the post holder will work onsite in Eton for 38 weeks per year (32 weeks during Eton College term time, plus the week before term starts and the week after term ends each term). There may be a requirement to work longer hours during particularly busy periods, but this can be offset with shorter hours at other times by mutual agreement with the Music Schools Manager.

The post holder is entitled to 5.6 weeks of holiday (inclusive of bank holidays) each academic year (September to August). Therefore, the post holder will be paid for a total of 43.6 weeks per year, although the salary for
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the position will be split over 12 equal monthly instalments. The remaining 8.4 weeks are deemed to be non-working weeks. The post holder must use all their holiday entitlement during the first arising non-working periods during the school holidays.

To be successful in this role, you will need:

- A love of music and level of general musical knowledge – e.g. a working knowledge of orchestral / instrumental terms - or the desire to learn about these quickly.
- Demonstrable proficiency in IT; comfortable using the Microsoft Office suite of applications, with intermediate knowledge of Excel and Word.
- A genuine interest in using digital tools to enhance administrative processes - including online forms (e.g. Cognito, Jotforms), AI tools, and Microsoft 365 applications - would be an advantage.
- Excellent communications skills, both written and verbal, with the ability to communicate to a wide range of individuals.
- A belief in Eton's ethos and the desire to get involved in the fabric of school life.

You may enjoy this role if:

- You have a 'can-do' attitude – you love getting stuck in and you're not phased by a heavy volume of work and fast changing priorities.
- You're flexible – you'll enjoy having a variety of different things on the go.
- You're able to organise your time and to prioritise your to do list so nothing slips through the cracks.
- You have a true team mentality and you enjoy working as part of a small, close-knit team.
- You continually look for ways to improve systems and processes – we're keen to evolve and keep improving what we do.

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 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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