



INSPIRE | CREATE | PERFORM

Administrator





Welcome

For over thirty years, Music for Life has provided children something special, teaching over 3,500 students each week across over 130 schools, working in partnership with over 100 music tutors. We hold the distinguished award of music not-for-profit organisation of the year for 2025-26, an achievement we held for 2024-2025 also. Special remarks were made for the high quality tuition that takes place each day in school across both individual and small group lessons, as well as whole class music tuition.

Unlike most other music services, Music for Life is self sufficient, not receiving public funding directly. This means we are much less affected by any cuts to music education funding, enabling us to reinvest tens of thousands of pounds each year to provide ensemble opportunities, exciting workshops and spectacular concerts.

Music, like language, is a fundamental part of human existence and of the societies in which we live. Music for Life believes strongly that music has the power to transform and enrich lives, particularly from a young age. Our focus at Music for Life is to inspire the next generation of music makers, enabling them to create their own music and build confidence, through high quality music tuition.

I want to thank you for your interest in this role and I look forward to welcoming an application from you.

Dan Gooch-Peters

A handwritten signature in black ink, appearing to read 'D Gooch-Peters', written in a cursive style.

Managing Director





About the role

Music for Life is seeking a full time, highly organised and proactive Administrator to oversee and manage the various day-to-day administrative tasks. This is a new role being established as Music for Life grows and takes on new and exciting opportunities.

The administrator plays a vital role in facilitating smooth operations by managing schedules, and coordinating communication between all who work with Music for Life. The ideal candidate should be highly organised with excellent time management, fastidious attention to detail and capable of working in a fast-paced, client facing environment.

Music for Life takes on all of the administrative duties involved in delivering music lessons, enabling tutors and musicians to focus on delivering the high quality musical opportunities to the thousands of students each week. The employed staff members at Music for Life are all home-working enabling us to work within a wide area as we are not limited to a geographical area. Meeting regularly for meetings and events, we are a connected and focused team.

The team consists of the Managing Director responsible for the overall Music for Life strategic direction and performance, the School Partnership Manager who has overall responsibility for the partner schools and associated Music for Life activity, and the Innovation and Development Manager who is responsible for fostering new school relationships to grow the organisation. The Administrator will report directly to the Managing Director but work closely on a day to day basis with the managers in the team.

Key responsibilities:

- First point of contact for all phone calls between 8am and 4pm, Monday to Friday with an hour for lunch to be taken between 12 and 1pm.
- Inform parents and schools of any absences that come from tutors either on the morning of (currently via the phone messaging system before 0815), or from knowing in advance.
- Point of contact for prospective and current lessons, answering queries various via phone and email, dealing with queries in a client-focussed, approachable way. Answering calls and emails out of hours is not expected.
- Communication of lesson times and timetable changes for tutors, assisting with any issues that may arise relating to lessons such as payments, cancellation requests or scheduling.
- Manage lesson schedules and timetable change requests that may arise from schools, tutors or parents.
- Assist the School Partnership Manager arranging new bookings throughout the year, assigning pupils to tutors and managing tutor responses.
- Maintain and update the student database ensuring data is accurate and up to date, including adding new students to the database as required.
- Assist the School Partnership Manager with entering invoices into the system, checking and processing ready for payment.
- Assist with progress checking and timetabling new students throughout the year.
- Carry out other reasonable tasks at the request of the Managing Director and other team members.

General office management:

- Order office supplies for the Music for Life team.
- Provide administrative support to the Music for Life team and tutors.



Marketing:

- Assist in promoting new courses, lessons, special events, concerts, in school activities as examples.
- Coordinate deliveries of marketing materials.
- Actively support the organising of workshops, masterclasses and special events, including but not limited to marketing, promotion, logistics and participation coordination.
- Manage the supply and distribution of lesson notifications and materials.

Key Skills, essential:

- Experience in administrative or office management.
- Highly motivated, high attention to details, exceptional time-keeping and ability to manage and prioritise own workload.
- Able to work with a team as well as individually. The role is predominantly work from home with occasional travel for team meetings.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills with a client focused attitude.
- Computer literate and willing to learn new systems.
- Able to resolve conflict and issues effectively with an ability to remain calm under pressure.
- Collaborate effectively and professionally with all connected partners of Music for Life.

Essential values:

- Personal commitment to equality, diversity and inclusion.
- Commitment to Music for Life's values and core aims.

Salary and Benefits:

- Competitive salary based on experience, c.£28,000.
- Opportunity for professional development and growth within the company.
- Discount on music lessons with Music for Life if applicable.

Next Steps

To apply, please complete the application form, along with the self disclosure form and return both via email to Dan Gooch-Peters at dan@musicforlife.org.uk.




- **Deadline for applications is at 17:00 on the 25th April.**
- **Interview date scheduled for the 9th May.**
- **To start as soon as possible**

Music for Life is committed to safeguarding, along with acting ethically with integrity in all aspects of the services provided. As such, our recruitment procedure is based on recruitment best practices, respecting human rights, embracing fairness and inclusivity, whilst also ensuring that the process seeks to deter, reject, or identify people unsuitable to work with children and young adults.

Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education (KCSiE), including an Enhanced Disclosure and Barring Service check (DBS). A formal job offer will only be offered by Music for Life following the successful and satisfactory return of the DBS. Questions relating to safeguarding and promoting the welfare of pupils will be explored at interview.



t: 01244 728 922
e: admin@musicforlife.org.uk
www.musicforlife.org.uk

 @Musicforlife1234
 @MusicforLifeSCH
 @musicforlifesch