



Information for Candidates applying for the role of Music Administrator (Maternity Cover)

Required for February 2026

THE SCHOOL

Birkenhead School, founded in 1860, is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral and as far afield as Chester and North Wales. There are currently some 86 children in Early Years (47 in Nursery aged under 3 years old, 39 in our “Pre-Prep” aged 3 to 5 years old), 293 pupils in the School’s Prep (ages 5-11) and 509 students in Years 7 to Upper Sixth Form. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of pupils are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a ‘village green’ atmosphere, with classrooms and laboratories looking out over the cricket square. Recent capital developments have included a new landscaped playground area and an outdoor classroom. There are ongoing and substantial investments in ICT facilities. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road.

SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a ‘One School’ concept. The Headmaster chairs the School’s Senior Leadership Team (SLT) comprising the Head of Prep, Deputies and the Bursar.

Birkenhead School prides itself on being a family school. It is attractive to parents to have all their children in one school, and it is a great advantage for the school to be able to establish strong, long-lasting relationships with families. The move to co-education reinforced this and at present, 217 families have more than one child in the School and 27 have three or four children.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local business and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve these aims. The School’s informal motto is Respect, Responsibility and Resilience, to which we have recently added inclusivity, compassion, integrity, humility and courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual’s qualifications on paper.

SENIORS

509 STUDENTS
AGED 11-18
294 BOYS / 215 GIRLS

PREP

293 PUPILS
AGED 5-11
156 BOYS / 137 GIRLS

NURSERY / PRE-PREP

86 CHILDREN
AGED 3 MONTHS – 5 YEARS
52 BOYS / 34 GIRLS



BIRKENHEAD SCHOOL

THE DEPARTMENT

The Music department currently consists of a full time Director of Music, two part time music teachers in the Senior School and two part time teachers of music in the Prep. There is also a strong team of visiting instrumental teachers, offering tuition in around 20 different instruments. Around a third of our students learn a musical instrument either in or outside School. The School offers music scholarships to particularly talented students who, in return, are expected to make a wide contribution to the musical life of the School.

All Year 7 and Year 8 students receive two 40-minute music lessons each week. Year 9 students who opt to continue to study Music receive 3 lessons each week. We currently follow the Edexcel specification for GCSE and AQA for A Level with, typically, around ten students in each year group at GCSE and a handful of students at A Level. Students regularly go on to study music, either at University or at one of the Music Colleges.

The department is well resourced and is housed in a dedicated Music School (formerly a boarding house), with practice rooms, classrooms, a rehearsal studio, a recording studio and a keyboard lab running Dorico, Sibelius, Noteflight and BandLab software. Beyond the Music School, the Prep Hall, Bushell Hall and School Chapel provide venues for a wide range of performances including instrumental and choral concerts, fully staged musicals and weekly Sunday Evensong during term-time.

THE ROLE AND RESPONSIBILITIES

We are looking for a dynamic and flexible individual who will aid the Director of Music in the daily administration of the Music Department, including assisting with communications within the Department and beyond, and resolving administrative enquiries and problems.

Key Responsibilities:

- Support teachers in the preparation and administration of exercises, activities and exams including the preparation of papers, collation of scripts etc.
- Administer timetabling and event preparation under the Director of Music's leadership
- Undertake photocopying and the preparation of other teaching materials
- Ensure messages reach staff, students, peripatetic teachers and parents in a timely manner
- Assist with classroom tasks in direct support of the Director of Music
- To provide support for teachers and peripatetic tutors in the administration of reports
- To deal with enquiries from parents and other calls and correspondence which do not require the attention of other staff.
- Manage the Music Department's social media account.
- File and retrieve music and other documents (electronic and paper)
- Receive visitors to the School on behalf of the Director of Music
- Schedule and co-ordinate meetings
- Other administrative tasks assigned by the Director of Music or other senior staff, including communications concerning music lessons and co-curricular groups.
- Occasional work as part of the wider School's Administration Team



BIRKENHEAD SCHOOL

THE PERSON

- Good level of computer literacy including use of standard Microsoft Office programmes
- Proficiency in visual design, using applications such as Canva to create promotional materials for events
- Understanding of electronic file management and document filing
- Proficient in verbal and written communication skills
- Ability to plan, organise and prioritise
- Ability to multi task and work to tight deadlines
- The ability to communicate well with students, peers, parents and visitors
- Ability to work on own initiative and collaboratively
- Ability to work to short deadlines
- A flexible approach to duties in response to the academic calendar
- Role model of values, integrity and positive behaviours
- Warm and welcoming approach
- Excellent 'customer care' skills
- Appreciation of music, musical instruments, musical terms and requirements is desirable
- Ideally previous experience working in a School environment
- Candidates should be aware there may be some moving and lifting of musical equipment involved in the role

All staff have the responsibility to:

- Be aware of and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the School's Professional Development process
- Provide appropriate guidance, supervision and assistance
- Promote the area of responsibility within the School and beyond
- Represent the school at events as appropriate e.g. Open Days
- Support and promote the school ethos
- Ensure all documentation produced is to a high standard and is in line with the "brand" style
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- Undertake any other reasonable duties

REMUNERATION & BENEFITS

Salary

Salary will be £26,656 FTE. This is a term-time temporary position, therefore salary will be paid pro rata. (*Actual salary would be £9,330 based on 17.5 hours over 36 weeks*).



BIRKENHEAD SCHOOL

Hours

This is a term time, part time role of 17.5 hours per week, ideally covering 3 or 4 days per week. A degree of flexibility is required to allow for occasional activities involving working outside the normal hours. This is a temporary role covering a period of Maternity Leave, ending on the return of the current incumbent. It is anticipated the post will be required until July 2026.

Holiday

You will be entitled to 35 days (*pro rata*) annual leave, to be taken within School holidays

Pension

The School operates an auto-enrolment pension scheme.

Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards;

- Working with fantastic young students
- Working as part of a committed team
- Wellbeing assistance through the Employee Assistance Programme
- Membership of a pension Scheme
- Free lunch in the Dining Hall during term times
- Free use of the fully equipped on-site gym
- Support for your continuous professional development
- Electric vehicle charging points

APPLICATION

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Bursar via: chw@birkenheadschoo.co.uk

Applications may also be sent by post to: **Cheryl Wallace (Personnel Manager), Birkenhead School, 58 Beresford Road, Oxtan, Wirral, CH43 2JD**

Application forms can be downloaded from the School's website: www.birkenheadschoo.co.uk

Candidates are welcome to contact the Director of Music, Mrs Briony Hunter at bkh@birkenheadschoo.co.uk with any questions relating to the role.

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Birkenhead School, Registered Office: The Lodge, 58 Beresford Road, Oxtan, CH43 2JD

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BIRKENHEAD SCHOOL

(2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). **As such, candidates are asked to complete the separate Criminal Record Declaration Form on the School's website.** The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

The closing date for applications: 9am on Monday 8th December 2025.

Successful candidates are likely to be invited to interview shortly after the closing date.

We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.