



THE **Leys**  
CAMBRIDGE

A photograph of three students in school uniforms walking outdoors. On the left is a young man with curly brown hair, wearing a dark blue suit jacket, white shirt, and blue patterned tie. In the center is a young woman with long blonde hair, wearing a dark blue blazer over a white shirt and a dark blue and white patterned skirt. On the right is another young man with dark hair, wearing a dark blue suit jacket, white shirt, and blue tie. They are all smiling and looking at each other. The woman in the center is holding several folders and books. The background is a blurred green field.

**Performing Arts  
Administrator**  
*candidate information*

# Performing Arts Administrator

**Part Time, Temporary Maternity cover**

**Salary £15,378 per annum (actual)**

**(Full Time Equivalent £27,639 per annum)**

**Anticipated Start Date: Autumn 2025**

We are seeking a Performing Arts Administrator to support the smooth running of our Music and Drama departments. This role is the first point of contact for the Music Department and will include the provision of general office support, including scheduling music and drama lessons. The successful applicant will be reliable, professional and organised with the ability to communicate effectively.

This is a part-time, term-time only, fixed term role, expected to finish in June 2026. The hours of work are 27.5 hours per week to be spread across five days Monday to Friday, plus some additional lunchtime and evening events, working 34 weeks per year.





# Welcome to *The Leys*



*Life at The Leys*

The Leys is a co-educational boarding and day school for pupils aged between 11 and 18. Set in the heart of the beautiful and stimulating city of Cambridge, one of the world's leading cultural and academic centres, The Leys' unique location allows pupils unrivalled access to the vast array of cultural and educational opportunities that Cambridge has to offer.

Established in 1875, The Leys values its history, yet it blends traditional values – courtesy, tolerance, respect, decency – with a forward and outward-looking approach to education. Dedicated staff and superb facilities combine powerfully to prepare young people for the challenges which lie ahead at university and beyond.

The Leys is a close-knit, engaged, friendly community of around 550 pupils in which pastoral care is seen as the top priority. Academic value-added is impressive and the breadth of the wider curriculum is renowned. The School caters for Boarding, Home Boarding and Day pupils but, with 70% of pupils accommodated in boarding houses, boarding is absolutely central to the ethos of the School and all pupils benefit from the vibrancy and structure which this provides.



# Purpose

**The Purpose of The Leys is to play our part in changing the world for the better.**

We do this by making a positive difference to the lives, values and prospects of Leysians, by being professional, caring and rewarding in developing and managing our staff, by being a responsive and trusted partner to our parents, and by making a beneficial and sustainable contribution to the wider community

By foundation and structure, The Leys is a boarding community. We also place great value on being a “big, small school” embedded in the heart of Cambridge, and on giving Leysians a rich and rewarding academic and wider school experience – one they find valuable both intrinsically and in preparing for their futures. We seek, in the spirit of our Methodist founders and our Christian values, to send Leysians out into the world ready – academically, culturally, morally, physically, spiritually and socially – to live fulfilling lives which will make a positive contribution to society.

In order to achieve our Purpose, we aim to deliver an education which is built on three foundation stones: pastoral, academic and wider curricular. Whilst interconnected, ‘pastoral’ is accepted as pre-eminent, because pupils who feel supported and confident are able to flourish in all areas of the life of the school. Our teaching staff body all contribute to all three pillars of Leys School life, thus we all work together to ensure our pupils develop into happy, confident and well-rounded individuals ready to leave school and find their place in the world.

# Pastoral Care

Pastoral Care is at the heart of what we do. We know that wellbeing is crucial to success in wider school life, and we all work together as a community to ensure that each pupil flourishes in school, feeling nurtured, supported and happy. Our House structure is central to this: all pupils are a member of a House throughout their time in school. Year 7 and 8 pupils are members of our junior house, Moulton, and then pupils in Year 9 and above join one of the eight boarding or three day houses. The vertical arrangement in the senior houses creates opportunity for pupils to support each other, and the houses are staffed with a Housemaster or Housemistress (HSM), an Assistant HSM, a Matron and a team of teaching staff. Pupils also have a tutor, who supports them with their wellbeing, academic progress and wider curricular involvement as they progress through the school. All staff are expected to contribute to our pastoral support of pupils, through tutoring, supporting the teaching of PHSE and undertaking weekly house duties.



# Wider Curriculum

The Wider Curriculum is an integral part of the school week for all pupils and staff, with a significant amount of time in the afternoons and early evenings devoted to it. In their time at The Leys, pupils are actively encouraged to experience a broad range of activities that will bring them a wide range of benefits; activities in which they find enjoyment and fun whilst developing skills, personal qualities and attitudes that are transferable to other areas of their life at school and beyond.

The Leys' Personal Development and Leadership programme (PDL) for pupils in Year 10 and above ensures that all pupils develop leadership, broaden their horizons and collaborate with their peers on projects, often trying to solve contemporary problems. Through our outstanding sporting, music and drama provision, pupils develop as confident and well-rounded young men and women, ready for life beyond school. Our broad and varied after school activities programme enables pupils to develop their interests, skills and strengths. Through this we aim to complement the pastoral and academic pillars of an all-round Leysian education alongside boosting the physical and mental well-being of all involved in the wider curriculum. All staff contribute to our extensive wider curriculum programme through involvement in games, PDL, outdoor education, and a wide range of clubs and activities.

## Teaching and Learning

Education is about so much more than passing exams, and at The Leys pupils are encouraged to develop an understanding of their own learning, find their passions, curiosity, and develop a lifelong appetite for knowledge.

Pupils are supported in their learning by excellent teaching both inside and outside of the classroom, with academic enrichment and extension embedded into the culture of the school. We understand that teachers are individuals and that they will have their own ways of expressing their passion and interest in their subjects. The 2022 ISI comment that "Inspirational and creative teaching is a significant contributory factor to pupils' positive attitudes to learning" sums up the impact of that individuality. That said, we know that aspects change within education, and we are midway through an exciting transition from Google Classroom to Microsoft Teams and OneNote. Pupils and staff all have a digital device, and pupils are used to working digitally as well as on paper.

Academic Attainment at The Leys is outstanding. This summer, the school achieved its best academic results on record at A Level and close to best at GCSE. At A Level 62.2% of results were graded A or A\*, and 87% A\*-B, and at GCSE almost 50% of results were grade 9 or 8. The school uses value added as an important measure of success and we are delighted that all our 2024 public examination results demonstrate that we added significant value to our pupils' academic attainment compared to similar schools: a testament to the hard work and dedication of both staff and pupils.



## Music Department

The purpose-built Music School was opened in 2005 by Julian Lloyd Webber – who remains the school's Patron of Music – and the facilities are excellent and very well resourced, including: an acoustically engineered Recital Hall with Steinway and Yamaha grand pianos, a well-equipped classroom with state of the art smartboard, ICT suite containing ten new computers with a full range of compositional software, comprehensive music library, percussion suite, numerous practice rooms, offices and a recording studio. Great Hall is a recently opened Performing Arts Centre (September 2013) and provides full concert and musical theatre facilities. It houses a model D 282 C. Bechstein concert grand piano. In the Chapel, a top of the range bespoke 3-manual Viscount organ has recently been installed, and it has a large specification comprising 75 speaking stops, including a West End division.

Music is held in very high regard at The Leys and the Music School is a vibrant department at the heart of school life. There is provision for musicians at every level, both academically and practically. All pupils in years 7-9 receive at least one classroom music lesson per week, and GCSE and A level courses are available following the Edexcel (GCSE) and Eduqas (A Level) specifications. Over 200 instrumental lessons are taught each week at The Leys, and tuition is available in most instruments from a team of over twenty visiting music teachers. There are many ensembles that students can join, including: Chapel Choir, Chamber Choir, Symphony Orchestra, Wind Band, Jazz Band, String Orchestra, Brass Group, Flute Choir, Clarinet Group, Percussion Ensemble and various small chamber groups. There are numerous performing opportunities both within the school community – Lunchtime Lives, 'Symphonia' and end of term concerts – and beyond, including the End of Year Concert at Saffron Hall. In addition, regular concerts are given in and around Cambridge as well as choir visits to cathedrals and colleges, including an evensong at St. Paul's Cathedral, London in March 2019. The school Chamber Choir has also recorded a CD entitled 'Earthly and Divine' which has received very favourable reviews. Overseas tours form part of the musical outreach and in recent years, musicians from The Leys have given concerts in Croatia and Slovenia and most recently Lake Garda, Italy. In February 2025 the Chapel Choir played an integral role in the school's sesquicentenary service at King's College Chapel performing a newly-commissioned work by Lucy Walker.

Events in recent years have included a Choral Day with the Choral Scholars from The Choir of Trinity College, Cambridge, the annual house singing competition, evensong at Ely Cathedral, and celebrity recitals given by Sir Stephen Hough, and the Julian Bliss Septet.

In addition to concerts by pupils at The Leys, professional musicians are brought in to give concerts and/or workshops to pupils of The Leys and other local schools. The department also offers a busy programme of concert/opera trips.

There are currently three full-time Music Department staff, a Performing Arts Administrator and 25 visiting instrumental teachers who teach on a self-employed basis in the department.

# The Post

## **Job Description**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Main purpose of the role**

To be the first point of contact in the Music Department, managing day to day enquiries, providing secretarial support to the Director of Music and general administrative and office support to Music Department staff.

Oversee the scheduling of music and drama lessons and co-ordinate ABRSM and LAMDA examinations.

## **Main duties and responsibilities:**

- Attend departmental meetings, take minutes and circulate as required.
- Manage the scheduling of all music and drama lessons and maintain department databases.
- Provide secretarial support for the Director of Music.
- Provide administrative support to all members of the department.
- Monitor post, email inboxes and phone messages.
- Create room bookings for music rehearsals and events in collaboration with the Director of Music, Events and Domestic Services and Events Manager using the online booking system.
- Update the music page on the school portal regularly.
- Ensure all events are entered on to the school calendar.
- File and catalogue the music library resources.
- Budget reviews with DoM and regular contact with finance department regarding queries and end of term billing.
- Organise piano tuning and other instrument repairs.
- Administer ABRSM practical and theory exams, communicate with examiners as necessary, enter candidates online, fees, timetabling, distributing results and certificates, steward as appropriate.
- Assist with social media platforms as required.
- Generate purchase orders as necessary and liaise with Bursary regarding invoices and pupil charges.
- Keep noticeboards updated.
- Carry out other associated duties as are reasonably assigned by the Director of Music.

## Visiting Music Teachers

- Co-ordinate new pupil lesson requests, allocate to VMTs and add to SOCS.
- Co-ordinate VMT staff and act as liaison with DoM.
- Ensure all the VMT timetables are in place on a weekly basis and up to date on SOCS and displayed on noticeboard with room allocations.
- Liaise with IT Department to ensure VMT report cycles are prepared and completed on iSAMs.
- Management of SOCS registration for all VMT-led ensembles.
- Day-to-day administration of instrumental teaching: chasing pupils, lesson clashes, timetable changes, addressing parent and academic teacher concerns.
- Assisting the DoM in the recruitment of VMTs and associated paperwork, provide inductions for new VMTs including IT support.
- Create iSAMs and SOCS groups at start of year.
- Co-ordinate sheet music orders.
- Co-ordinate the annual VMT start of year meeting and Music Parents' Evening.

## Events

- Produce concert programmes and posters, including other promotional activities as required.
- Advertise internal and external events.
- Liaise with box office staff regarding ticketed events.
- Liaise with Saffron Hall regarding End of Year Concert.
- Act as front-of-house for music concerts, co-ordinating stage management as necessary.
- Assist at dress rehearsals as required.
- Administration of trip and concert visits including parental consent forms, risk assessments etc.
- Assist DoM with administration associated with Music Tours and recordings as required.

## LAMDA

- Co-ordinate new pupil lesson requests and add to SOCS.
- Timetable support for LAMDA teachers.
- LAMDA exam centre coordinator and steward – completing online entries, ensuring pupils are scheduled on appropriate day with exam subject and grade.
- Liaising with parents regarding exam fees allocation to school bill. Dealing with any exam related issues as they arise, scheduling exam day running order.
- Transfer of exam paperwork, medals and certificates to Drama Department.

# Person Specification

Criteria	Essential	Desirable
<b>Knowledge</b>	<p>An interest in music and performing arts</p> <p>Ability to build good working relations with other school departments</p> <p>Self motivated and resourceful, cooperative and enthusiastic</p> <p>Flexible approach to working hours and a willingness to be involved in activities outside of school hours</p>	<p>Working knowledge of iSAMS and SOCS</p> <p>Knowledge of instrumental and vocal teaching requirements</p>
<b>Experience</b>	<p>Ability to communicate effectively with colleagues, pupils, parents and external agencies, in person and in writing</p> <p>Able to work effectively as part of a team</p>	<p>Experience in arts administration</p> <p>Experience of working in a school environment</p> <p>Experience in events management</p> <p>Experience of small team management</p>
<b>Skills</b>	<p>Good proofreading skills</p> <p>High level of computer literacy including use of all MS Office/ Google applications and Google Drive</p> <p>Excellent organisational and interpersonal skills, able to prioritise and work to deadlines</p> <p>Able to adapt quickly to changing situations, work calmly under pressure and multitask</p>	<p>Understanding of music and requirements of musicians</p>
<b>Qualifications</b>	<p>Evidence of a good level of education, including GCSE English and Maths at grade 5 (or equivalent)</p>	<p>Secondary education qualifications to A Level (or equivalent)</p>

# How to *Apply*

If you are interested in applying, please submit a completed application form including covering letter, to the Recruitment Team ([recruitment@theleys.net](mailto:recruitment@theleys.net)), The Leys School, Cambridge, CB2 7AD by 09.00am on Tuesday 26 August 2025.

This role has the opportunity for regular contact with pupils and therefore is exempt from the Rehabilitation of Offenders Act 1974.

By applying for this role, you are consenting to The Leys School storing your personal data. Please read our 'Privacy Notice for Job Applicants' for further details.



