



KING'S COLLEGE SCHOOL WIMBLEDON



VMT ADMINISTRATOR (fixed term)



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

As you learn more about us, I hope you will discover that King's is a truly wonderful environment in which to teach, work and learn, with pupils who are inquisitive, creative and eager to learn, on a campus which is well-resourced and recently renewed, and alongside other dedicated staff whose expertise, care and commitment lie at the foundation of everything we do.

King's is one of the most successful schools in the world, and our vibrant and caring community is a special place to learn and grow for boys aged 7-18 and girls aged 16-18. With over 1,500 pupils and 400 staff, we are located in one of the most attractive and peaceful parts of London, opposite 1,140 acres of countryside of Wimbledon and Putney Commons and just a short walk from the picturesque Wimbledon Village.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence

within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to inclusivity, are central to our community, as is the co-curriculum, which enables pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.

The next few years will be a very exciting time for us as we enter the next chapter of the school's strategic development, and as we seek to strengthen our community in preparation for our 200th anniversary in 2029. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a “can-do” attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant)
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5%

employee contribution

- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Invitations to school productions, concerts and events during the year

WORKING AT KING'S - STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

- Mr Dixon
IT Helpdesk Manager



"I joined the HR department here at Kings in 2008 and I can't imagine working anywhere else. My role is varied and I really enjoy that no two days are the same. I feel very privileged to work with so many amazing people in such a beautiful school. Everyone wants King's to succeed and I am often amazed at the camaraderie that everyone shows on a regular basis."

- Mrs Pearson
HR and Training Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

- Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

- Mr Laska
Porter



THE ROLE

Reporting to: The Music School Manager

We are seeking to appoint a VMT (visiting Music teacher) administrator for a fixed term maternity cover for up to one year. The ideal candidate will be responsible for the successful delivery of instrumental Music examinations and individual instrumental lessons across the junior and senior schools. This is a busy role in a thriving department which requires excellent organisational skills to support its smooth running. The department includes 40 VMTs, overseen by Heads of Instruments, delivering around 600 instrumental lessons per week. The VMT Administrator reports to the Music school manager and works closely with the Music school Administrator

Main Duties and Responsibilities

- Daily administration of instrumental lesson registration and absence procedures
- Administrative support for all instrumental lessons including passing new applications to Heads of Instruments, auditing number of lessons given each term by VMTs
- Ensuring VMTs are kept up-to-date with relevant school calendar information and liaising with other departments in the school to resolve timetabling clash issues
- Advising VMTs on timetabling rotations and assisting where necessary
- Helping Heads of Instruments and VMTs to timetable extra classes such as piano sight-reading classes and piano duets
- Overseeing and advising VMTs on use of the school's MYA system, used to administrate music lessons and liaising with school IT department when issues occur
- Being the main point of contact for the school's HR department when inducting new VMTs and ensuring VMTs are up to date with training including safeguarding training
- Taking minutes and contributing to the agenda of whole VMT meetings which occur twice annually
- Communication with parents, pupils and staff regarding instrumental music lessons
- Administration of all Music examinations – Trinity and ABRSM, including entries, timetables, results and billing (approximately 300 exams, over 3 exam periods per year). Providing statistics on entries and results.
- Keeping the VMT noticeboard up to date (in the VMT common room) with relevant information, including statutory information
- Ensuring timely production of instrumental reports by VMTs



THE PERSON

Person Specification

- Experience of having worked in a busy administrative capacity
- Excellent IT skills – fully conversant with MS Office (especially Excel, Word, Teams, Sharepoint and Outlook) and an excellent ability to learn bespoke systems such as KIM and MYA
- Must be methodical and well-organised with excellent attention to detail
- Excellent problem solving skills
- Good verbal and written communication skills
- Able to establish a good rapport with pupils, parents and staff alike
- Flexible and able to work on own initiative
- Ability to work effectively as part of a team and willing to assist with general Music administration as needed

Terms and Conditions

- Start date: Monday 10th February 2025
- This is a fixed term maternity cover contract for up to one year
- Salary: £32,498 per annum
- Normal working hours – Monday to Friday, 8.00am-4.00pm, 37.5 hours per week
- This is a term-time position plus 30 additional days to be worked during school holidays (37 weeks per annum in total) plus additional hours for evening work to cover duties at Music department events.
- Contributory pension scheme
- Programme of health benefits
- Free lunch in the Dining Hall during term-time
- Membership of the King's Sports Club



THE DEPARTMENT - MUSIC

The Music department at King's comprises twelve full-time members of staff as well as over forty visiting instrumental teachers. Music is an important part of the school curriculum and is studied by a number of pupils for GCSE, A Level and as part of the International Baccalaureate Diploma. Strong emphasis is placed on participation in the many musical activities of the school. Our aim is to create an atmosphere where pupils feel welcome to join in any suitable group and, whilst we aim for the highest possible standards of performance, we foster the enjoyment of making music together.

Instrumental tuition is offered on all orchestral instruments as well as: piano; jazz piano; organ; saxophone; drums; orchestral percussion; and classical, electric and bass guitar. Music Technology is offered as an individual study. Singing lessons are also available and candidates are prepared for choral and organ scholarships to Oxford and Cambridge. In recent years, pupils at the school have won a number of such awards. Music Scholarships are awarded for entry into the Senior School at 11+, 13+ and 16+.

The main instrumental groups are symphony orchestra, chamber orchestra, big band and wind orchestra, which all perform to a high level. Every two years, the chamber and symphony orchestras perform at a major concert venue in London. In the past, these have included Cadogan Hall, St John's, Smith Square, the Amaryllis Fleming Concert Hall at the Royal College of Music, Southwark and Guildford Cathedrals.

Choral music has a particularly strong tradition at the school and the auditioned chamber choir, which includes a number of pupils from both senior and junior schools,

performs regularly both in school and at major venues such as Westminster Abbey, St Paul's, Salisbury, Southwark and Canterbury Cathedrals and St George's Chapel, Windsor Castle. In the past few years there have been tours to Ireland, Austria, France, Spain and Italy as well as three CD recordings. Other choirs include King's coro and cambiata.

The Music department also collaborates regularly with the Drama department producing biennial musicals in senior, lower and junior schools. Termly showcases take place for pupil rock & jazz bands and music technology students.

A full programme of chamber music is offered throughout the school. There are currently numerous string quartets, piano duets and trios, a saxophone quartet, brass and wind quintets, jazz and rock groups. School chamber groups have won awards at prestigious national competitions.

Pianists are well catered for at King's and regularly perform concertos with the symphony orchestra, as well as performing in dedicated piano concerts. Recent events have included Debussy and Bach concerts and masterclasses.

As well as interhouse Music competitions for soloists and pupil bands, there are also annual competitions for piano, organ, strings, singing, woodwind, brass and music technology.

The department moved in 2018 into a stunning new home complete with sixteen teaching/practice rooms, three classrooms, a large rehearsal room and recording studio. The centrepiece is a superb 200-seater concert hall with a Steinway model D piano, a two manual chamber organ and a harpsichord.



HOW TO APPLY

To apply for this role, please register your details online via our website www.kcs.org.uk (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to fill an online application form, upload a CV and provide a cover letter.

Please include a covering letter with your application addressed to Mr Dave Navarro, Bursar

CV: Please use the CV to highlight your skills, knowledge and expertise that match the role details, main duties and responsibilities. Your CV should ideally be a single-sided A4 sheet.

Cover letter: Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests. Your CV should ideally not exceed two sides of A4.

The interview process is expected to include some or all of the following activities:

- i. one or more interviews
- ii. teaching an observed lesson (details will be provided prior to interview; preparation work will be required in advance)
- iii. a written task
- iv. a school tour
- v. a meeting with members of the department

Arrangements will be confirmed prior to interview, and further details provided.

Closing date: Monday 6th January 2025 at 9am

Interview: Monday 13th January 2025

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk telephone the HR department, tel. 020 8255 5308 to find out more about the interview process.

We are happy to reimburse reasonable travel expenses.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair assessable interview room or alternative format of assessment papers such as audible, Braille or large print versions.



LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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