

## **MUSIC TUITION COORDINATOR, TIFFIN SCHOOL**

**TO START as soon as possible**

**SALARY: £13,629 - £14,637 pro rata (£22,185 - £23,826 FTE) dependent on experience.**

**Part Time (25 hours a week) 5 hours a day with a half an hour break, within school hours, Monday to Friday term time plus 1 week in the School Holidays.**

We are seeking a Music Tuition Coordinator for the flourishing Music Department. The successful applicant will be responsible for administering the School's visiting instrumental programme and assisting with the administration of the department. 25 hours per week during school term time, plus one week in the summer holidays. 38 weeks per annum. Normal hours: 9.30 – 3pm or 9-2.30pm with a half an hour break (unpaid) Monday-Friday (but may be flexible depending upon the candidate's existing commitments).

The ideal candidate will be computer literate, a good organiser and an excellent team player.

Tiffin School is a boys' selective state school with a mixed Sixth Form. It has a vibrant and friendly staff, with a diverse mix of teachers and support staff. The location is close to Kingston town centre, with excellent public transport links to Central London. We are close to Richmond and Bushy Parks, and the Surrey countryside. **Benefits include:** season ticket loan/Cycle to Work scheme/salary advance scheme for a rental deposit/free on-site parking /childcare vouchers/enhanced maternity benefits/two week Autumn half term break and Local Government Pension Scheme. For a good feel of the School, please look at the Head's Newsletters on the website and the Tiffin music website <https://sites.google.com/tiffin.kingston.sch.uk/music/home>

Please see our website for the Recruitment Brochure including the Person Specification, Job Description and application form. Only fully completed application forms received by the stated deadline for applications will be accepted as valid applications.

Start Date: required as soon as possible

Interviews will be held week of 29<sup>th</sup> November

**Closing Date: noon on Monday 29 November 2021**      **E-mail Vacancies@tiffin.kingston.sch.uk**