

# Music Centre Assistant

September 2025 Start

## Job Description

Our vision is a borough where music resonates along the corridors of every school and echoes throughout the community. A place of aspiration where every child has the opportunity to find their first notes, make progress and flourish as a young musician. The Music Centre Assistant supports the smooth Foundation's back-office and acts as a steward for some of its Music Centre activities.

<b>Job Title:</b>	Music Centre Assistant
<b>Hours:</b>	30 Hours Per Week, 11 Weeks per Academic Term: Mondays 3pm – 9pm, Tuesdays 11 am – 7pm, Fridays 9:30am – 5:30pm, Saturdays 7:30am – 3:30pm (this role could be split between two successful applicants, if desirable).
<b>Salary:</b>	£14.20 per hour (plus pay in lieu of holiday allowance of 17.5%)
<b>Reporting to:</b>	Middle Leadership
<b>Location:</b>	Working from Merton Music Foundation Main Office (Merton Abbey Primary School, High Path, SW19 2JY)

## Job Description

### General Responsibilities

- Steward at Music Centre South Wimbledon on Monday and Tuesday evenings and Saturdays.
- Support the general management and organization of the office environment and instrument store at MMF main office on Tuesdays and Fridays.
- Support management of the Foundation's Music Centre registers and waiting lists by taking customer calls and updating records accordingly.
- Set up ahead of Saturday Music Centre on a Friday afternoon (moving instruments / equipment into rooms and setting up as required).
- Support with general back-office responsibilities such as printing staff and pupil ID badges, updating instrument labelling, issuing instrumental hires as required, printing sheet music and other resources as needed, ensuring essential stationery and other supplies are kept in stock.
- Undertaking other tasks as directed by the Operations and Music Centre Leader, Ensembles & Tuition Leader or Senior Leadership Team as required.



## Stewarding

- Greet visitors and manage sign-in procedures at the Music Centre.
- Assist in the set up and pack down of Music Centre equipment, instruments & Furniture.
- Support the overall operation of the site, including adherence to health and safety protocols.
- Open up and close Music Centre sites, ensuring security measures are followed.
- Ensure a welcoming, inclusive and safe environment for anybody attending a Music Centre.
- Act as a Fire Marshall in the event of emergency evacuation of the site, including undertaking relevant training and adhering to the Foundation's Health & Safety and Emergency Evacuation procedures.

## Person Specification

### Skills, Knowledge and Experience

#### Essential

- Proactive and enthusiastic attitude.
- A passion for music.
- Strong organizational and multitasking skills.
- Effective communication and interpersonal abilities.

#### Desirable

- Ability to handle and set up musical equipment.
- Previous experience in a stewarding or customer-facing role is highly desirable.

### What You Can Expect

A dynamic and forward-thinking Music Education Hub with supportive leadership, curriculum, and administrative teams.

Discounted lesson & ensemble membership rates for MMF staff and their children.

Access to Cycle to Work scheme.

## How To Apply

We warmly invite all applicants to an informal discussion about this role with our Operations Director, Martha, before making an application.

Please contact him directly to arrange a call: [martha.gibbons@mmf.org.uk](mailto:martha.gibbons@mmf.org.uk)

### Submitting Your Application

Please take care to complete all sections of your application and to refer in detail to this Job Description and Person Specification. You will need to submit the following documents:

- **Your Completed Application form**
- **Your Anonymous Self-Identification Form**

This role is exempt from the Rehabilitation of Offenders Act 1974. Offers of work are subject to an Enhanced Disclosure and Barring Service and other vetting checks.

### Download the Forms

[www.mmf.org.uk/musiccentreassistant](http://www.mmf.org.uk/musiccentreassistant)

### Apply To:

[jobs@mmf.org.uk](mailto:jobs@mmf.org.uk)

We warmly welcome applications from people of all backgrounds, especially those from historically underrepresented groups. If you require any additional support or require accommodations to be made to complete your application, please contact us using the email address above.

### Deadline:

5pm, Monday 30 June 2025

### Interviews:

Tues 8 July or Wed 9 July, by mutual agreement

### Start Date

Friday 19 September 2025

### Find Out More

[www.mmf.org.uk/about](http://www.mmf.org.uk/about)