

TRINITY LABAN

JUNIOR TRINITY ADMINISTRATOR & EXAMS OFFICER Maternity Cover (Full-Time, Fixed Term – maternity cover)

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TRINITY LABAN

JUNIOR TRINITY ADMINISTRATOR & EXAMS OFFICER Maternity Cover

Contract: Full-time, fixed-term 6 – 12 months (maternity cover)

Salary: £31,026 – £34,697 p.a. (Including LWA)

Trinity Laban is striving to achieve excellence beyond tradition, creating a home for performing artists in which boundaries are pushed, collaborations are key, and artistic pioneers are made. We are a world-leading home for students from non-traditional backgrounds with a programme of activity that reaches out to all sections of society, centring the performing arts as a force for cultural and social progress.

Junior Trinity was the first Junior Department of a UK Conservatoire to open its doors to schoolchildren on Saturdays in 1906. Since then, thousands of young people have benefited from the opportunities to make music through individual lessons, ensembles and musicianship classes. From three-year-olds through to university and conservatoire entrance, our aim is to encourage a lifelong passion for music and to give our students the opportunities to develop to their maximum potential.

Our students perform in some of London's most prestigious concert venues including St Luke's, Blackheath Halls, Woolwich Works and the Southbank Centre, and participate in collaborative projects with professional music ensembles and other art forms. We offer GCSE and A level Music courses, including our dynamic distance-learning programme.

We invite applications for the post of Junior Trinity Administrator & Exams Officer Maternity Cover in our thriving department located at King Charles Court in the Old Royal Naval College, Greenwich.

Working in close collaboration with the Junior Trinity Main Programme Administrator the post holder provides operational support to the Junior Trinity Operations Manager and is responsible for the general administration of Junior Trinity, with particular emphasis on the administration of the String Time and Band Time programmes, GCSE and A Level Academic Courses.

Educated to degree-level, you will have strong music &/or education administrative experience, outstanding communication and organisational abilities, excellent IT skills and the capability to deal with a busy and varied workload.

Please note: This position involves working with children & young people and vulnerable adults therefore all appointments will be subject to an enhanced Disclosure & Barring Service check. Trinity Laban is committed to Safeguarding and promoting the welfare of children and adults at risk and expects all employees, workers, and volunteers to share this commitment.

Advert inclusion

Trinity Laban welcomes applications from people of all backgrounds and experiences. We are particularly keen to encourage interest from people with disabilities, LGBTQIA+, Black, Asian, and other global majority backgrounds who are currently under-represented at Trinity Laban. In recognising the positive value of diversity, we want to better reflect and understand the communities we exist to serve.

Trinity Laban is committed to upholding the principles of freedom of speech and academic freedom within

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the law. We value open, respectful debate and encourage the exchange of diverse ideas and perspectives. All employees are expected to contribute to an inclusive environment where differing views can be expressed and discussed constructively, in line with our organisational values and legal obligations.

If you think this might be just the job for you, please register an account with our eRecruitment system and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>.

Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included to your supporting statement, otherwise we will not be able to consider your application.

Closing Date: 23:59 hours BST, Thursday 15 October 2026 (No Agencies)

Interview Date: Thursday 22 October 2026

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer on: staffrecruitment@trinitylaban.ac.uk

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London. Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

Job Description

Post:	Junior Trinity Administrator & Exams Officer
Department:	Children & Young People's Programmes (Music)
Reporting to:	Junior Trinity Operations Manager (Music)
Grade:	5
Contract:	Full-time, Fixed-term, maternity cover (6 – 12 months)

PURPOSE OF ROLE:

- Working in close collaboration with the Junior Trinity Operations Manager and Junior Trinity Main Programme Administrator, to provide operational support to the Junior Trinity Operations Manager
- Provide administrative oversight for all educational activities delivered within Junior Trinity's Saturday provision, with a particular focus on the String Time and Band Time Programmes, GCSE Music and A Level Music courses.
- The role requires term-time Saturday attendance and termly evening concert attendance and may include other evening and/or weekend events, compensated by time off in lieu.
- The role holder is required to be a Designated Safeguarding Officer, first aid trained and fire marshal trained - Trinity Laban will pay for training where needed.

Main duties

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Operational duties

This role requires term-time Saturday attendance and termly evening concert attendance. It occasionally involves other evening and/or weekend events, compensated by time off in lieu.

Key Saturday responsibilities include:

- 1.Preparation and implementation of the weekly Saturday schedule of duties for colleagues in the Junior Trinity team, including the Saturday Assistants (Trinity Laban students and recent alumni);
- 2.Answering and resolving queries from students, parents and staff;
- 3.Preparing and setting up rooms for ensembles and classes
- 4.Setting out equipment for academic teaching rooms;
- 5.Taking minutes of meetings;
- 6.Photocopying for staff as required

Administrative Duties

- 1.Support the Junior Trinity Operations Manager in maintaining accurate data/records on Junior Trinity students (current and prospective enquirers/applicants) and staff, supporting their work in relation to room bookings, the compilation and completion of student registers, and the provision of sheet music and instruments as appropriate. This will include work on student and staff timetables.
- 2.Be responsible for a range of communications with staff, current and prospective students and their parents. This includes preparing and distributing academic year information including schedules, departmental guides and event details.
- 3.Take responsibility for the preparation and scheduling of String Time and Band Time concerts and events, liaising with students, teaching staff and accompanists as appropriate. You will assist with stage management as required.
- 4.Support the Junior Trinity Operations Manager and other members of the Junior Trinity team in all aspects of the running of internal and external concerts and events, including concert management, concert promotion, venue liaison, programme design and editing, donor receptions, pastoral care, stage management and other duties as requested.
- 5.Take the lead in administrating all aspects of GCSE and A Level public exams, liaising with Pearson Edexcel & the Joint Council for Qualifications (JCQ), with respect to entries, examination dates, fees, certificates, and any other related queries.
- 6.Prepare all logistical requirements for all public examinations in consultation with the GCSE and A Level Programme Manager and Junior Trinity Operations Manager. This may include setting up exam rooms, organising mock examinations, and organising facilities and equipment.
- 7.Oversee administration relating to the Distance Learning A-Level programme, in consultation with the GCSE and A-Level programme Manager. Includes processing applications, planning visit days and liaising with partner schools.
- 8.Assist in the preparation of Junior Trinity promotional materials (including concert programmes, social media and web content), liaising with external stakeholders, students, staff and other departments within Trinity Laban in order to meet copy for dissemination deadlines as required.
- 9.Contribute to the scheduling and management of open days, in consultation with the Junior Trinity Operations Manager and the Junior Trinity team.
- 10.Assist the Junior Trinity Operations Manager in organising workshops, holiday courses and any other Junior Trinity events including liaison with other Trinity Laban departments and external providers as required.

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11. Provide administrative support to the bursary panel preparing applications for consideration, completing relevant paperwork and notifying outcomes to parents of students applying for financial support.

12. Provide administrative support to the Head of Children and Young People's Programmes (Music) on all aspects of the Department for Education's (DfE) Music and Dance means-tested bursary scheme.

13. To maintain accurate and efficient departmental financial systems as required by the Head of Children and Young People's Music and Trinity Laban Finance Department.

14. To process invoices, fee payments, student and staff expenses, and credit card expenses in line with Trinity Laban guidelines and support the work of the Trinity Laban Finance Department in relation to Junior Trinity debtors.

15. Support the Head of Children and Young People's Music in the statutory compliance of Trinity Laban's safeguarding policy and the processing of DBS checks for staff and deputies as required.

16. Support the Head of Children and Young People's Music in processing deputy teaching staff paperwork and right to work checks and administering their monthly payroll.

17. To participate in staff development as required by the Conservatoire.

ADDITIONAL RESPONSIBILITIES:

Health & safety

Under the Health & Safety at Work Act 1974, whilst at work, members of staff must take reasonable care for their own health and safety and that of any other person who may be affected by their acts or omissions.

Equality, diversity and inclusion

Trinity Laban is committed to providing an inclusive working and learning environment that is fair, respectful and accessible to all. In carrying out the duties of this role, the postholder is expected to:

- contribute to a working environment in which individuals are treated with dignity and respect;
- carry out responsibilities in accordance with our obligations under the Equality Act 2010, including the Public Sector Equality Duty;
- support equality of opportunity through professional and lawful conduct relevant to the requirements of the role;
- uphold our commitment to freedom of speech and academic freedom within the law.

Higher education (Freedom of Speech) act 2023

Trinity Laban is committed to securing freedom of speech and academic freedom within the law as outlined in the Freedom of speech code of practice. We actively promote the open exchange of ideas, recognising that free speech is strengthened, not weakened, by vigorous discussion of opposing perspectives in a civil, respectful, and peaceful manner. All members of our community should feel empowered to consider and discuss contentious issues, assured that they will be treated with dignity and respect.

The Postholder must:

- *Be available to work evenings and weekends as necessary to attend events and performances*

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- *Be available for regional or overseas travel from time to time*

Offers of Employment

- *All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.*
- *If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.*
- *Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants are eligible for sponsorship under the Skilled Worker route.*

Referees:

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to the receipt satisfactory references covering current or most recent employment and the past three years of work.

Conservatoire Values:

All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at <https://www.trinitylaban.ac.uk/about-us/>.

All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

Trinity Laban has a no smoking policy on its premises.

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JUNIOR TRINITY ADMINISTRATOR & EXAMS OFFICER MATERNITY COVER – Person Specification

Criteria	Specification	E/D	Measured By
Education / Qualifications	Degree level (or equivalent), qualification in Music or other relevant experience in music	Desirable	Application
Experience	Music and/or education administrative experience including scheduling	Desirable	Application
	Experience in project management	Desirable	Interview/Application
	Experience in multi-tasking and managing own workload	Essential	Interview (Test)
	Experience in dealing with young people (aged 3 – 19)	Desirable	Application
	Experience in working with teachers and/or professional musicians	Desirable	Interview/Application
	Experience of dealing with confidential information	Desirable	Interview/Application
Knowledge / Understanding	Strong working knowledge of musical instruments, genres and repertoire	Desirable	Interview (Test)
	Strong verbal and written communication skills	Essential	Interview/Application
	Working knowledge of public examinations administration (GCSE and A Level)	Desirable	Application
Skills and Abilities	A commitment to provide a high level of service to internal and external customers	Essential	Interview/Application
	Excellent IT skills – proficient in Microsoft office (Word, Excel and Outlook)	Essential	Interview (Test)
	The role holder is required to be a Designated Safeguarding Officer, first aid trained and fire marshal trained - Trinity Laban will pay for training where needed.	Essential	
Personal Qualities	Ability to work take own initiative, working efficiently and effectively under pressure to meet deadlines	Essential	Interview/Application
	Excellent planning and organisational skills and the ability to prioritise a busy workload	Essential	Interview/Application
	Ability to handle a range of situations and negotiations diplomatically	Essential	Interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
Special Working Requirements	Requirement to undertake regular Saturday work, in addition to occasional evening and Sunday work	Essential	Interview/Application
	An enhanced Disclosure and Barring Service check will be required that shows you are not on the barred list of individuals who are unsuitable for working with children	Essential	Check

Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.

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Conditions of Service Summary & Staff Benefits

Contract:	<i>Full-Time, fixed-term maternity cover (6 – 12 months*) *It is at Trinity Laban's discretion to terminate the arrangement at any time prior to the end date by giving you not less than one month's notice in writing. This is due to the fact that the postholder could decide to return to work at any time with eight weeks' notice of their return.</i>
Hours:	<i>35 hours per week, usually from 9.00 am to 5.00 pm Tuesday to Saturday, (with a daily lunch break of one hour). Some evening and Sunday working may be required during busy periods, for which time off in lieu will be given.</i>
Location:	<i>You will be based at King Charles Court, Old Royal Naval College, Greenwich, but you may also be required to work at the Laban Building, Creekside.</i>
Salary:	<i>The salary for the post will be in accordance with the Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 – 21, £31,026 - £34,697 p.a., inclusive of a London Weighting Allowance of £ 4,319 p.a. Salaries are paid on the last working day of the month into bank or building society accounts.</i>
Holidays:	<i>25 days, in addition to Statutory, Bank and Public Holidays</i>
Sick Pay:	<i>Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.</i>
Pension Scheme:	<i>The successful candidate will be auto enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary.</i>
Staff Development:	<i>A range of Staff Development opportunities are available.</i>
Library:	<i>The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.</i>
Car Parking:	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
Cafeteria:	<i>Our Cafeterias/Licensed Bars at both sites serve a range of drinks and snacks.</i>
Events:	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
Classes:	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult</i>

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Classes.

Eye Care: *Vouchers for eye tests are available for VDU users.*

Health: *Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.*

Cycle to Work: *A cycle to work scheme is operated*

Give as you earn: *A give as you earn scheme is operated.*

Information on Trinity Laban

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world-class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London and regularly perform at its leading venues. To find out more, visit www.trinitylaban.ac.uk