

Schools Administrator

Role Overview

As a key member of our Schools Team, you will play a vital role in supporting strong relationships with schools, teachers, and stakeholders. Your proactive approach and excellent communication skills will ensure that our administrative and data processes run smoothly, allowing us to focus on delivering exceptional music education.

Location: Horsham town centre, West Sussex. Office based role

Type: Permanent, full time – 0.8 considered (would include Friday working).

Working hours: Monday – Friday 8.30am – 4.30pm

Salary & Benefits

- Competitive Salary: £26,409 per annum (37.5 hours per week)
- Annual Leave: 23 days annual leave plus Bank Holidays
- Enhanced Salary Sacrifice Pension Scheme
- Free parking in central Horsham
- Employee Assistance Programme

About Us

West Sussex Music is a vibrant Music Education Hub dedicated to providing enriching music opportunities to children and young people across West Sussex. Funded in part by the Arts Council, we offer a diverse range of music programmes and whole-class teaching to over 286 schools. We are seeking an enthusiastic and proactive Administrator who thrives in a dynamic environment and is passionate about supporting music education.

Key Responsibilities

- **Administrative Support:** Provide administrative support for the Schools' team.
- **Data Input:** Maintain accurate records for schools, pupils, and teachers. Using systems to run reports and complete data housekeeping
- **Teacher Support:** Provide administrative assistance for new teaching staff and assist with queries.
- **Customer Service:** Respond promptly and professionally to queries from schools, teachers, parents and colleagues via email and phone.
- **Relationship Building:** Develop and maintain excellent communication with schools, teachers, and internal teams.
- **IT Proficiency:** Utilise various IT systems, including our customer database and Office 365 applications, to support operations.
- **Problem Solving:** Collaborate with internal teams to resolve school and teacher queries effectively.

Ideal Candidate

The successful candidate will possess:

- **Experience:** Background in an office environment with a collaborative spirit.
- **Time Management:** Ability to prioritise tasks and meet deadlines in a fast-paced setting.
- **Communication Skills:** Strong verbal and written communication skills, with a customer-focused approach.
- **Technical Skills:** Proficiency in Office 365 (Word, Excel, PowerPoint, SharePoint) and experience with customer databases.
- **Attention to Detail:** A keen eye for detail and accuracy in all tasks.
- **Initiative:** Self-motivated with the ability to work independently and as part of a team.

To apply

Send your CV and covering letter to recruitment@westsussexmusic.co.uk by 5pm on Wednesday 29 April 2026.