



KING'S COLLEGE SCHOOL
WIMBLEDON



MUSIC TECHNOLOGY MANAGER



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

King's is one of the most successful schools in the world, and our community is a special place to teach, work and learn. Educating almost 1,500 pupils, we currently welcome boys aged 7-18 and girls aged 16-18, and our pre-preparatory school, Wimbledon Common Prep School (WCPS), educates up to 180 pupils aged 4-7. We are excited to be gradually extending co-education throughout the King's Corporation of schools from 2027 at WCPS, from 2029 in the junior school, and from 2033 in the senior school.

Our pupils are curious, creative and eager to learn, and the dedication, expertise, and care of our staff lie at the foundation of everything we do. Located in a peaceful part of London, opposite 1,140 acres of countryside offered by Wimbledon and Putney Commons, within minutes of central London and just a short walk from Wimbledon Village and the home of lawn tennis, we are fortunate to enjoy a green and well-resourced campus.

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 in the world.

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 ensuring that ours is a community where each individual feels that they can belong, are central to our ethos.

Likewise, we share a deep commitment to the co-curriculum, which enables our 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.



WELCOME TO KING'S COLLEGE SCHOOL

The next few years represent an exciting time for King's as we embark upon the next chapter of the school's development and prepare to enter our third century in 2029.

Over the coming decade, we are extending co-education throughout King's so that any young person will have the opportunity to flourish here. With the relocation of our junior school to a new world-class campus on The Downs, we plan to transform our main campus over the coming years, further enhancing our facilities to extend the opportunities on offer to our pupils and communities. Last year, we established a charitable foundation for bursaries with the ultimate aim of becoming need blind as a community, and as the world changes around us, we are constantly considering how we can best enable our pupils to create their futures. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



THE ROLE

Reporting to: Director of Music

The Music Technology Manager is to liaise closely with the director of music, junior school head of music and the head of contemporary music.

The Music Technology Manager is primarily responsible for providing the full range of technical support for junior and senior school Music department concerts, rehearsals and lessons, as well as some other events held around the school.

Main responsibilities:

- Supervision and managerial responsibilities for music technology implementation throughout the school
- Technical planning, set-up and support for music events throughout the school; primarily in the Concert Hall and Music school. This will include some evening and very occasional weekend working and will involve the set-up and sound engineering of concerts involving amplified instruments and voices
- Set up, engineer, and manage high quality audio and/or visual recordings of some concerts and examination submissions in the Concert Hall, including managing the resulting audio and visual files within the departmental shared area
- Post-production editing of recordings, including a working knowledge of various software editing programs
- Build and oversee a library of school recordings.
- Attend necessary meetings and school events, including at evenings and weekends which will be offset by time off in lieu
- Advise and support the music and music technology elements of school productions, as required. To work with the drama department technical staff to plan, set up, sound design and act as the sound technician on the flagship senior school musical productions, for which some overtime is paid. This includes the expertise to balance a full orchestra/band
- Collaborate with the King's Arts festival team, offering consultation and operational expertise in advance, to facilitate the successful execution of the festival's live music performances
- Consultation, guidance and support on music technology requirements for events held in other departments such as Theatre, Languages, Art, Development and Enterprises, ensuring effective communication and understanding of technical needs. Proactive engagement in the planning and preparation stages of events, collaborating closely with stakeholders to ensure optimal outcomes and smooth execution
- Install, maintain and manage both software and hardware equipment in the music classrooms, concert hall and recording studio, liaising closely with the IT department.
- Ensure music equipment, whether fixed or mobile, is checked regularly and any faults identified and rectified
- Liaise with the estates, maintenance and IT departments over projects and repairs
- Provide technical support and training as necessary for music technology and AV related issues raised by staff and pupils within the music department. This includes in class music lessons, ensemble rehearsals and live music events



THE ROLE (continued)

- Meet regularly and work closely with the head of contemporary Music to support the smooth running and effective delivery of jazz and rock events
- Organise and run sessions for students on the use of music equipment, particularly with regards to music technology
- Research new music technology and suggest new solutions to help develop the use of music technology at King's for the benefit of both pupils and staff and to enhance live music events and performances.
- Assist with music technology development in new capital projects
- Manage and maintain the inventory of music technology equipment, ensuring functionality, organization, and availability for live music events.
- Any other reasonable task as directed by the director of music, junior school head of music, head of contemporary music or the senior team

Person Specification

We are seeking to appoint a highly motivated individual with a 'can do' attitude, flexible approach, good workload prioritisation and excellent communication skills to join this dynamic department.

Essential

- Music/Music Technology or other relevant Level 3/A Level qualification
- Excellent ICT skills
- A good working technical knowledge of a range of sound and recording equipment and software

- Expert knowledge of setting up music equipment and supporting its operation
- Ability to work under own initiative and be self-motivated
- A good communicator; particularly to be able to relate well to pupils and staff in a professional capacity
- Flexibility. Some work takes place during the evenings and at weekends
- Knowledge of a Microsoft Windows environment and Mac computers
- An ability to work to tight deadlines

Desirable

- A good working knowledge of Logic Pro X, Ableton and Sibelius
- Experience of working in an educational setting
- Experience in live mixing of sound for both live events and musicals
- Confident in organising and delivering successful school events

TERMS & CONDITIONS

- Start date: as soon as possible
- 32 hours per week (over 4 or 5 days)
- Annual salary range: £33,500 - £34,500
- Working pattern: Term-time plus 64 hours during out of term time
- Working hours to be agreed with director of music but flexibility will be expected in terms of attendance at some evening events and occasional weekend work for which time-off 'in lieu' will be granted



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 which includes a covering letter.

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.

Closing date: Monday 21st September 2026 at 9am

Interview date: Monday 28th September 2026

Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.

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

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

We are happy to reimburse reasonable travel expenses.



THE DEPARTMENT

The Music department at King's comprises sixteen full-time members of staff as well as nearly 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 James's Piccadilly, 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 Winchester Cathedrals and St George's Chapel, Windsor Castle. In the past few years there have been tours to Ireland, Austria, France, Spain, Germany, Portugal and Italy as well as three CD recordings. Other choirs include lower school choir, middle school choir, King's 9, coro and cambiata.

The Music department collaborates regularly with the Drama department producing musicals in senior, lower and junior schools. Recently, productions have included Billy Elliot, Matilda and Into the Woods. 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 string quartets, piano duets and trios, a saxophone quartet, brass and wind quintets. 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 in dedicated piano concerts, masterclasses, the celebrated annual competitions and voice and piano recitals.

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.



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.
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked.
- 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



"My experience of working at King's has been overwhelmingly positive. It is a beautiful place to work, but it is the people who really make it special. I have found all of the staff to be warm, friendly and incredibly aspirational for the pupils and the school."

- Mrs Beverley Hunter
Bursaries and Access 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



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 accessible 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.

