



Music-Work Placement

Job Title	Music-Work Placement
Contract Type	Fixed Term
Salary	Nil
Date Created	01/05/2026
State	OPEN
Recruiter	Daniel Parrott

We have a fantastic opportunity to work at Templesprings Music Centre in Grays. We are looking for competent, highly organized, and hard-working individuals to work as part of our enthusiastic and dynamic team. Our service is committed to providing high quality music education and wrap around care for children between the ages of 5 – 17 years.

Purpose of the job:

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion. You must have a keen interest in understanding child development, learning and education, a love for music, have a sense of humor, energy, and fun. We are looking for a self-starter individual able to take initiative and be able to work in a high pace environment.

Whilst undertaking the role, you will be working with a team of colleagues providing music coaching and wrap around care to our clients. You will be expected to have a 'can do' attitude, be a team player, pragmatic and flexible in your approach. Communicating effectively with parents is also a key part of the role.

Main Duties and Responsibilities:

The following list is typical of the level of duties which the work placement student is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time. Full training will be provided specifically for the music tuition and play worker duties.

Administrative



- To provide general administrative support to management, projects, and reception.
- Establishing and maintaining effective administrative/reception procedures.
- Comprehensive, timely and accurate data entry support and maintenance of database systems.
- Extraction of data, and compilation of timely reports and statistics to meet management requests.
- To provide an efficient filing and retrieval of documentation service, manual and electronic.
- Liaise with Management, Project Managers, staff, and service users.
- Other ad hoc administrative duties as determined by Centre Manager.

Music Tuition

- Planning individual lessons and overall schemes of work for music learners.
- Teaching individual and/or group lessons lasting for 30 minutes usually incorporating elements of general musicianship, such as ear training and theory, as well as instrumental technique and interpretation.
- Communicating with parents about their child's lessons and progress.
- Expanding your own musical experience by familiarizing yourself with the music learner's repertoire, by learning another instrument, by becoming familiar with other musical styles and developing your improvisation or vocal skills.
- Planning and working on your professional development by gaining further teaching or performance qualifications and continuing your own performance activity.
- Ensuring that you adhere to health and safety standards, and work in line with child protection legislation.
- At the discretion of managers, to carry out any other similar duties which are compatible with the grading of the post.

Standard Clauses

- To work in accordance with Templesprings Aims and Objectives.
- To contribute to the development of best practice with the service.
- To undertake training as necessary to promote the development of skills and knowledge.
- To receive supervision, appraisal and to attend regular staff meetings.
- To promote awareness of and commitment to the Organization's Equality and Diversity Policy in relation to employment and service delivery.
- To ensure compliance with Templesprings Safeguarding guidance and procedures.



- To ensure full compliance with the Health & Safety at Work Act 1974, the Organization's Health and Safety Policy, delegated responsibilities, and all locally agreed safe methods of work.
- All employees have a responsibility and a legal obligation to ensure that information processed for both clients and staff is kept accurate, confidential, secure and in line with GDPR, Data Protection and Security and Confidentiality Policies.
- Actively support and promote Templesprings fundraising activities as part of day-to-day activities.
- It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- This Job Description does not provide an exhaustive list of duties and may be reviewed in conjunction with the post holder considering service development.

Person specification

Essential qualities
<ul style="list-style-type: none">• Currently enrolled in a school/college programme related to early childhood education, music, or a related field.• Genuine passion for working with young children and fostering their growth and development.• Strong communication and interpersonal skills.• Ability to work collaboratively in a team environment.• Reliable, responsible, and punctual.• To be aware of the high profile of the music centre and to always uphold its standards, both within work hours and outside.