



RECRUITMENT INFORMATION PACK

GRADUATE
MUSICIAN &
ACCOMPANIST

Location: Holt, North Norfolk, UK
Required for: September 2025 – August 2026

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.


GRESHAM'S
ESTD 1555



**A MESSAGE FROM
DOUGLAS ROBB,
HEADMASTER**

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services, maintenance and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:

visitnorthnorfolk.com

With best wishes,

A handwritten signature in black ink that reads "Douglas Robb". The signature is written in a cursive style and is positioned above a horizontal line.

Douglas Robb



T H E M U S I C D E P A R T M E N T

Gresham's boasts a thriving and diverse music department that mirrors the success of our esteemed boarding school. Central to our department is a strong choral tradition, complemented by an established instrumental program and comprehensive offerings in popular and digital music. These exceptional opportunities are made possible by our outstanding music technology and studio facilities.

Our academic department proudly offers GCSE, A-Level, BTEC, and International Baccalaureate Diploma Programme courses. Moreover, our co-curricular music program boasts a full schedule of rehearsals for ensembles spanning lunchtimes, after school, evenings, and weekends.

Encompassing classical to contemporary repertoire, our numerous choirs and instrumental ensembles rehearse and perform regularly across a range of exceptional venues, including the 160-seat Fishmongers' Recital Hall, The Auden Theatre, the 1920s Grade II listed memorial Chapel, and the outdoor Amphitheatre 'Theatre in the Woods'. As an All-Steinway School, we are committed to fostering excellence by providing students with the finest music facilities and equipment.

Gresham's boasts an impressive list of musical former pupils, the most famous of whom is Benjamin Britten who attended Gresham's from 1928-1930, during which time he composed some of his music. Other distinguished Old Greshamians include Lennox Berkeley, Ronan Collett (baritone), Humphrey Berney (Blake), Gavin Horsley (ROH), George Stiles (West End composer) and more recently Tom Appleton who sang with the Monteverdi Choir.

There is a full calendar of events including local and national performances from our Choirs and Ensembles, Tours, Community Choral Societies and an extensive in-house programme, including the annual Inter-House Music Competition, Musical Theatre production, Chapel Services, Scholars' Masterclasses and many concerts and community events within the local area and nationwide.

J O B D E S C R I P T I O N A N D P E R S O N S P E C I F I C A T I O N

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

J O B D E S C R I P T I O N : G R A D U A T E M U S I C I A N & A C C O M P A N I S T

Reporting to: Director of Music (Senior School)

The Role: Graduate Musician & Accompanist

We are seeking a musically versatile candidate capable of engaging with and respecting a broad spectrum of musical styles and genres. The ideal candidate must be attuned to the needs of the music, performance context, and pupils, while demonstrating initiative, regularly practising and embarking upon creative endeavours, and possess the ability to inspire and engage young musicians. Moreover, the candidate should provide positive educational modelling and mentor pupils interested in pursuing tertiary education in music.

The graduate musician and accompanist plays an integral role in our team, offering comprehensive accompanying services and diverse opportunities for a wide range of instrumentalists, singers and ensembles. This role involves accompanying for exams, supporting soloists and ensembles, arranging music, accompanying choirs, playing continuo for significant choral works, and performing on keyboard or other appropriate instruments at various concerts and recitals.

In addition, the successful candidate will curate and develop the monthly Music and Munch informal concert recital series, fostering skills in concert programming, public speaking, and providing support and accompaniment for pupils of all abilities while collaborating with a large team of peripatetic staff and students. This well-supported community event takes place every month.

The role extends support to pupils preparing for examinations, auditions, aural and musicianship tests, as well as teaching 1-2-1 and group music theory classes. The individual will be responsible for coordinating, developing, and

delivering supervised practice sessions for our musicians, thereby further enhancing music opportunities. Conducting and leading desired ensembles, or initiating a new opportunity is actively promoted and encouraged.

As the graduate musician and accompanist, the successful candidate will benefit from mentorship by experienced department members across various areas, including teaching, accompanying, concert curation, music administration, arranging, conducting, producing, and composing.

As part of the boarding community, the role offers board and lodgings during term-time, providing an invaluable experience within this setting. This unique opportunity involves a pastoral role, supporting young individuals navigating a busy academic, co-curricular, and social life—a pivotal experience for any aspiring professional musician, facilitator, or teacher.

With a packed calendar comprising local and national performances, tours, community choral societies, and an extensive in-house program, including the annual Inter-House Music Competition, Musical Theatre production, Chapel Services, Scholars' Masterclasses, and various concerts and community events, we are seeking a passionate and adept musician with exceptional interpersonal skills with young people, resilience, flexible approach, a can-do attitude, and a readiness to fully embrace the demands of a bustling music department and boarding school life.

S P E C I F I C R E S P O N S I B I L I T I E S

- Coordinate, accompany and present regular 'Music & Munch' lunchtime recitals
- Leading and developing theory and aural provision
- Promoting, managing and monitoring supervised practice sessions
- Setting up and leading / assisting co-curricular activities as required
- Setting up and assisting academic lessons as required
- Rehearsing and accompanying of items for exams, services, events and concerts
- Accompany pupils in external examinations and events
- Providing individual pupil musical support as appropriate
- Providing individual teacher support as appropriate
- Managing equipment across the department
- Supporting the Prep School co-curricular provision and practice sessions where appropriate

A D M I N I S T R A T I O N

- Assist administrative tasks and daily running of the department
- Maintain and organise teaching and rehearsal spaces
- Organising music for choirs, ensembles and individuals
- Create and maintain displays and promotional material across the department
- Update merit system for success and participation recognition

S A F E G U A R D I N G

The position involves extensive work with children and young people in a teaching / support role at Gresham's, which may include 1:1 tutoring and duties and is a regulated activity.

The role therefore requires:

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these.
- Attending all Safeguarding training.
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

P E R S O N S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
A good degree in Music (or equivalent)	✓	
Post-Grade VIII performance ability	✓	
W O R K E X P E R I E N C E , P E R S O N A L C O M P E T E N C I E S A N D S K I L L S	E S S E N T I A L	D E S I R A B L E
Excellent keyboard and accompaniment skills	✓	
Ability to offer inspirational and relevant teaching	✓	
Excellent sight-reading skills	✓	
Ability to work with beginner to grade VIII musicians		✓
Competent in the use of music technology, PA equipment and media equipment		✓
Creative arranger & composer, using music notation software or DAW		✓
Advanced understanding of Music Theory and A-Level standard Harmony		✓
Personally committed to continuing professional development	✓	
Experience of independent and/or state boarding environments		✓
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
Excellent presentation and verbal communication skills	✓	
Professional appearance and manner	✓	
Ability to inspire pupils	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Proactive approach and excellent organisational abilities	✓	
Able to exercise good motivational skills and resilient	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school	✓	
Patience and a sense of humour	✓	
Driving licence		✓
Excellent ICT skills	✓	

REMUNERATION AND OTHER BENEFITS

WORKING HOURS

Fixed term contract 1st September 2025 – 31st August 2026

48 hours per week term time

33 working weeks + INSET with timetabled lessons from Monday – Saturday.

SALARY

Competitive with accommodation (September 2025 – end July 2026)– to be discussed at interview.

Required for September 2025 – August 2026

The Director of Music (Senior School) Mrs Michelle Wolfe, would welcome any contact before the closing date, should you wish to discuss the role mwolfe@greshams.com

We reserve the right to appoint to the post prior to the closing date.

- Gresham's School's Contributory Pension Scheme (after completion of three months' service)
- 5.6 weeks Statutory paid holiday
- Private Medical Scheme
- Free school meals during term-time
- Car parking on site
- Life Assurance

P E R S O N A L D E T A I L S

E L I G I B I L I T Y T O W O R K

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

E Q U A L O P P O R T U N I T I E S M O N I T O R I N G F O R M

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

R E T E N T I O N O F R E C O R D S

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: www.greshams.com.)

D I S C L O S U R E A N D B A R R I N G S E R V I C E

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

I N T E R V I E W P R O C E S S

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- a UK Birth certificate
- passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status

- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, divorce, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face-to-face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS).

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place;
- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;

- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Online Safeguarding Training (details of the provider will be sent by HR)

S A F E G U A R D I N G

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2024 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

W A R N I N G

Where information on a candidate is found;

- to be on the DBS Children's Barred List,
- to be on the Protection of Children Act List
- their DBS disclosure shows they have been disqualified from working with children by a court
- they have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Q U E R I E S

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623/714589 or email hr@greshams.com

HOW TO APPLY GRADUATE MUSICIAN & ACCOMPANIST

If you would like to apply for the position of Graduate Musician and Accompanist, you will need to complete an application form via our [website](#). Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, **however** this must not be submitted in place of the application form
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

GUIDANCE FOR THE COMPLETION OF THE SECTION 'STATEMENT OF QUALITIES/ATTRIBUTES'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to extra-curricular activities at Gresham's.

REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

SUBMISSION OF APPLICATIONS

All application forms should be submitted through our website vacancies page following the job link to MyNewTerm.

H O W T O A P P L Y (c o n t i n u e d)
G R A D U A T E M U S I C I A N &
A C C O M P A N I S T

The recruitment team can be contacted via hr@greshams.com or by calling 01263 714623 / 714589.

The Director of Music (Senior School) Mrs Michelle Wolfe, would welcome any contact before the closing date, should you wish to discuss the role mwolfe@greshams.com

Please submit your application by the closing date of **16th February 2025**. If your application is submitted after this time, we will not be able to accept it.

Interview date: W/C 3rd March 2025

Required for: 1st September 2025 – 31st August 2026

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

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www.greshams.com

Registered Charity No: 1105500