



KJV Part-time Administrator – role description

Cambridge music charity, KJV Community Children's Choir (registered charity No. 11986563) is seeking a part-time, self-employed administrator for five to six hours per week, mostly during school term, to start in September 2026. The induction process involves a handover period in the last week of June 2026 working alongside our experienced outgoing administrator.

The choir of 150 children consists of six groups of different age ranges, all of which rehearse on Saturday mornings during term-time (10 rehearsals per term). The choir gives two major concerts per year, usually at West Rd Concert Hall and in King's College Chapel, and occasional smaller additional performances.

Applicants should attach a brief CV covering education and employment history along with the completed application form and the names of two referees by the due date of 5pm on 5 May 2026 to lynette.alcantara@kivchoir.org

Selected candidates will be invited to an interview with members of the Board of Trustees on Saturday 16 May

PAYMENT

Payment is £24.05 per hour including holiday pay, reviewed annually, plus 45p per mile petrol costs. The administrator must be self-employed and is responsible for their own tax and National Insurance (they will not be an employee of the charity). Invoices may be sent to the choir via the Director of Music at the end of each half term / end of term.

The post is mostly during school term and usually requires five to six hours per week during term time (including dealing with absences on Fridays before Saturday morning rehearsals). The administrator should be present from 09.45 at the start of Saturday rehearsals at King's College School on West Rd Cambridge for at least 2.5 hours. As well as assisting with rehearsal logistics, choir admin work may be done during this time on the candidate's own laptop. Parent helpers also attend rehearsals to help with checking attendance registers etc.

A KJV email address and Microsoft 365 will be provided.

Extra time is needed for pre-term preparation and annual registrations, concert ticketing, and for acting as concert manager (up to five hours per concert, usually two to three concerts per year).

The administrator attends termly meetings of the KJV Board of Trustees as an observer either in person or on Zoom, termly meetings with the Director of Music, and safeguarding training as required.

The Administrator reports to the Director of Music and Board of Trustees.

Skills/ Personal attributes required

- Be able to work flexibly, efficiently and independently
- Have an understanding of child safeguarding and GDPR/ Data protection (training will be provided as necessary)
- Have excellent IT skills, including Microsoft Office 365 (Excel, Word, SharePoint and Forms), Canva, and be financially literate. Familiarity with Word Press editing and social media posting would be useful.
- Discretion and kindness
- Tact and diplomacy in communications with both children and adults and especially in writing.
- Ability to stay calm under stress
- Reliability and good time-management
- A love of and knowledge of choral music and /or school-aged music-making is desirable.
- This post requires enhanced DBS clearance and county children's chaperone license (arranged by KJV).

Tasks may include, amongst others:**REGISTRATION**

- Preparing and maintaining registers of children (approx. 150) for each term, for each of six choirs, and monitoring attendance and any medical issues.
- Keeping contact lists up to date for circulation of emails and emergency contacts.

CONCERT ORGANISATION

- Administrative and stage-management tasks connected with staging of concerts in liaison with Director of Music and venue.
- Volunteer stewards will assist at concerts.

CHILD LICENSING

- Administering systems needed to ensure compliance with licensing and safeguarding requirements
- Organise parent chaperones on concert days to supervise children
- Create sign-in and sign-out registers for rehearsals and concerts and create lists of children allocated to each chaperone at concerts.
- The administrator will at all times comply with KJV policies and procedures, County policies and legislation to ensure the safety of all of our children.

TICKETS & T-SHIRTS

- Preparing tickets and ordering t-shirts to sell for each concert and organising sales to parents before the concert and at the venue. Contacting donors and Trustees to offer complimentary tickets.

KEEPING IN TOUCH WITH PARENTS

- Emailing KJV parents & staff with information about concerts and rehearsals.
- Preparing and sending out registration forms at the start of each academic year.
- Answering parent enquiries and noting apologies for rehearsals/concerts and informing staff.
- Co-ordinate our roster of DBS-cleared volunteer parent helpers for Saturday rehearsals.

ADMINISTRATIVE SUPPORT TO THE DIRECTOR OF MUSIC and Board of Trustees as required in a supportive, proactive and collaborative way.

PUBLICITY

- Liaising with Director of Music regarding preparation & printing of posters for recruitment and concerts, and concert programmes
- Updating website information (familiarity with Word Press is highly desirable)

- Assisting the Director of Music with updating social media



Administrator - Application Form

Section One: Personal details

Name and title:		
Address:		
Postcode:		
Contact:	Home telephone:	
	Mobile:	
	Email address:	
	For speed, all written communication will be via email	

I confirm I am eligible to work in the UK	Yes No
Do you hold a current registered chaperone license in Cambridgeshire?	Yes No
Do you hold a current DBS clearance with the online update service?	Yes No
Do you agree to deal with your own tax & National Insurance?	Yes No

Section Two: Demonstration of your suitability for the role

Please **attach a brief CV covering education and employment history** and indicate briefly (no more than 500 words) why you are applying for this job. You should highlight here any particular skills and previous experience you have that you feel makes you a strong candidate.

Section Three: References

Please provide full contact details of two referees. One referee should be a recent employer. All offers of are conditional and subject to references satisfactory to KJV Community Children’s Choir and pre-employment DBS checks.

Referee One

Referee Two

Title and Name:		Title and Name:			
Position:		Position:			
Address:		Address:			
Working relationship:		Working relationship:			
Daytime Telephone:		Daytime Telephone:			
Email:		Email:			
I confirm I have gained permission from this referee to be contacted	Yes	No	I confirm I have gained permission from this referee to be contacted	Yes	No

Section Four: Rehabilitation of Offenders Act

Note: if the answer to either of these questions is yes, this will not necessarily exclude you from employment as each case is considered on its own merit. Please refer to the note below about the Rehabilitation of Offenders Act.

Do you have a criminal conviction?	Yes	No	Are there any outstanding summonses or charges against you?	Yes	No
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If yes, please attach details in a sealed envelope marked confidential, for the attention of the Chair, Board of Trustees, giving the nature of the offence, date and sentence imposed.

The Rehabilitation of Offenders Act 1974 provides that if an offender remains free for a specified rehabilitation period he/she becomes, at the end of that time, a rehabilitated person and the conviction spent. The length of the rehabilitation period depends on the sentence imposed for the original offence. Please note

that if the position you are applying for involves working with children or vulnerable adults then the position is exempt from the Rehabilitation of Offenders Act 1974 and you are required to detail all previous convictions.

Section Five: Further Details

Please indicate if you require any facilities or adjustments which you may require in order to attend interview.

Please use this space for any additional information to support your application. Please indicate here when you would be able to start if appointed.

Section Six: Declaration & Applicant Privacy Notice

As part of any recruitment process, KJV collects and processes personal data relating to job applicants. KJV is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

KJV collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process, and
- information about your entitlement to work in the UK.

KJV may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

KJV may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

KJV will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places including our IT systems and email.

Why does the organisation process personal data?

KJV needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, KJV needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

KJV has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

KJV may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

For all roles, KJV is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

KJV will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise.

KJV will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Your data will be stored on a cloud system provided by Microsoft.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing, and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Sarah Faircliffe, Honorary Secretary, KJV Board of Trustees, by emailing sarah.faircliffe@kjcchoir.org

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making

Declaration

I declare that, to the best of my knowledge and belief, the information provided in this Application Form is correct. I understand that information provided as part of my application will be processed as described in the Privacy Notice.

Please note, that should any information provided in the application form be found to be false, should there be any wilful omission or suppression of information directly relevant to the position, or failure to conform to any of KJV Community Children's Choir's policies, this may lead to the withdrawal of the offer, or the subsequent termination of your engagement.

Signature:		Date:	
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* Please note this form can be submitted electronically (without signature), but if you are short-listed and attend interview, you will be required to bring a signed copy of your application form with you on the day.

Please return electronically to lynette.alcantara@kjcchoir.org marked with the job title in the subject header by 5pm on 5 May 2026.

www.kjcchoir.org