




School Partnership Manager



INSPIRE | CREATE | PERFORM

Music for Life is a not-for-profit company limited by guarantee.
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Welcome



For more than thirty years, Music for Life has offered children something truly special. Every week, over 3,500 students across more than 130 schools learn with us, supported by a team of 100+ passionate music tutors. We're proud to hold the title of Music Not-for-Profit Organisation of the Year for 2026-27, an honour we've retained since 2024.

MfL Ensembles deliver high-quality, inspiring music-making opportunities for young people aged 7-18. Meeting monthly on Saturdays at Cransley School in Northwich, our ensembles offer something for every age and ability; an enjoyable challenge and an exciting musical journey for all. Alongside our in-school programmes, we invest heavily in our Saturday Ensembles, which include Orchestra, Folk Band, MfL Rocks, Jazz Band and Jazz Orchestra, plus additional musical opportunities such as theory club, chamber groups and one-to-one lessons.

Unlike many other music services, Music for Life is fully self-sufficient and does not rely on direct public funding. This independence shields us from cuts to music education and allows us to focus on music instrumental and singing lessons, ensembles, workshops and unforgettable performance experiences.

At Music for Life, we believe music is as fundamental as language, an essential part of human expression and community. We know the transformative power music can have, especially for young people. Our mission is to inspire the next generation of music makers, empowering them to create, explore and grow in confidence through exceptional music tuition.

Due to a retirement, we are advertising for the position of School Partnership Manager.

Thank you for your interest in this role. I look forward to receiving your application and to the possibility of welcoming you to our team.

Dan Gooch-Peters



Managing Director



Job Specification: School Partnership Manager

Job Title: School Partnership Manager

Contract Type: Full-Time (Part-Time, term time work considered)

Working Hours: 9am - 5pm, Monday to Friday term time

Location: Cheshire, home based

Salary: Full-Time £33,000 - £36,000

Reports To: Managing Director

Role Objective

Oversee and grow partnerships with current schools, ensuring alignment with Music for Life's goals. Your role includes supporting tutors, coordinating events, weekly visits to schools, promoting music education, and collaborating closely with the Innovation and Development Manager.

Please note that you will be required to undertake such duties and responsibilities as may be determined by the Company from time to time according to the needs of the Company's business. Targets will be set at the start of each academic year and reviewed each start of term, however, the key duties of this post are:

School Liaison and Support

- Manage and enhance the relationships with existing partner schools, developing strategies that will aim to further integrate and grow the strength of the partnership.
- Analyse partnership performance and ensure alignment with Music for Life goals.
- Track and report on successful partnerships and reach out to partner schools where student numbers are low, looking at strategies on how to promote music in these schools.
- Arrange visits to schools to visit school management with a view to strengthen relationships, keeping on top of any developing issues. The role expects 2 - 3 days a week visiting Music for Life partner schools.
- Provide continued support to partner schools and address any issues that may arise. Regularly check in with partner schools, tracking when previous visits had taken place and the purpose of the meeting.
- Co-ordinate with the Music for Life team and update colleagues frequently on existing partnerships and new opportunities within these. Weekly meetings and updates with the Managing Director (MD) will be necessary, informing of all necessary information.
- Work with the Innovation and Development Manager (IDM) in the running of promotional activities. This may be attending school events, education fairs, music conferences, Y7 transition evenings, networking events, school cluster events.
- Represent and organise Music for Life events in school to raise awareness of music lessons taking place, as well as when required at concerts/assemblies/induction evenings, visiting and having meetings with Senior Leadership Teams in schools regularly.
- Organise and co-ordinate the running of performance roadshows across the year.
- To visit schools, where agreed with them, to observe freelance tutors to monitor the quality of service being provided to students and to offer advice and support to tutors where requested.
- Manage and have knowledge of all in school ensembles, visiting them regularly (particularly at performances) working with tutors and schools to raise awareness of them and boost numbers for the tutors and schools.
- Look into funding options that can support Music for Life projects or reducing lesson costs. Working with the MD to apply for relevant funding avenues.

Tutor Liaison

- To manage the recruitment of new tutors, ensuring that Music for Life's policy on 'safer recruitment' and the 'tutor background checks' policy is being followed, to ensure that gaps are filled for current partner schools and new bookings.
- Regularly check waiting lists and if tutors are unable to accept or there is no tutor for that instrument currently visiting the school, manage the recruitment and placement of tutors in such schools.
- Liaise with schools and tutors on timetabling changes/updates, letting parents know of changes or lesson times as necessary.
- Work with the Administrator and MD in arranging teaching visits at the end of one academic year, for lessons starting in the new academic year.

- Work with tutors to inform of newly devised strategies you or the IDM have created to implement into partner schools, with the aim to build student numbers.
- With the IDM, devise strategies to develop tutor relationships and build further integration into Music for Life.
- Work with tutors at new booking intake periods to manage new, accepted students onto tutor timetables.
- With the IDM, undertake tutor observations as and when required. Aim to observe all tutors within the academic year.
- Supporting tutors in making exam entries for students learning with Music for Life, ensuring the Music Exam flyer is up to date and contains information on the most popular exam choices, informing MD of any corrections that need to occur.
- Have an in depth knowledge of the booking process of the main exam boards to assist tutors and parents effectively.
- Liaise with tutors to organise timetables, lesson schedules, and school visit times across the year.
- Work with tutors during intake periods to manage new student bookings, finding alternative tutors where lesson bookings cannot be accepted, working in close collaboration with the Administrator.
- Undertake DBS checks for new tutors, and renewing DBS checks for tutors with expiring DBS'.

Communication: Phone, Email and Invoicing

- Liaising with schools, partners and tutors in a timely manner via all methods of communication, whether phone, email or meeting requests.
- Occasional assistance may be required to cover the Administrator's phone and email obligations, should they be unable to do so, for example sickness or holiday.
- Troubleshoot issues that can arise with partner schools or tutors, providing support to the Administrator as and when required.
- Support the Administrator with invoicing as and when required.

Instruments and Whole Class

- To manage Music for Life's instrument stock currently held in storage in Crewe, keeping an up-to-date log of instrument locations.
- Ensure schools who have whole class projects have enough instruments for delivery, managing the delivery and collection of instruments.
- Regularly check in with Whole Class projects undertaken in school during the academic year, attend the final concert and explain how to book follow on lessons, presenting end of project competition certificates accompanied with a flyer for Music for Life lessons in school. Attend all end of project concerts to advise parents and students on next steps of continuing their musical journey.
- Look at continuation strategies and apportion instruments to follow on lessons wherever possible.
- Ensure tutors have resources to successfully complete the projects and ensuring instruments are maintained.
- Regularly check in with schools as to their experience of the whole class projects, speaking with all schools at the start of the summer term to confirm their project choices for the next academic year.
- Develop and enhance the whole class offerings to schools, working in partnership with the IDM.
- Work closely with music educators in school to create and update teaching materials, lesson plans as required, develop whole class music and project offerings, looking at digital resources and tools that align with the latest music and teaching trends.
- Work with the IDM, testing and implementing new programs and offerings, piloting in select schools and provide feedback documents on the success/fail of the project to the MD.
- Explore opportunities to expand Music for Life's reach in schools.

Please note that from time to time, there may be additional tasks, and these will vary.

Person Specification

Essential Criteria

Experience

- Proven experience of managing partnerships or relationships with schools, within education settings, or similar stakeholder-facing environments.
- Experience of working in or with the music education sector.
- Demonstrable experience of liaising with multiple stakeholders, including school staff, freelance professionals, parents, and internal teams.
- Experience of organising and attending events such as school visits, performances, open evenings, or promotional activities.
- Experience of coordinating people or services across different locations, including timetabling or logistical planning.

Knowledge & Understanding

- Strong understanding of how schools operate, including term-time working, timetabling, safeguarding expectations, and communication best practice.
- Awareness of the importance of inclusion, access, and disadvantaged pupil support within music education.
- Knowledge of instrumental music provision, ensembles, whole-class music projects, and progression routes.

Skills & Abilities

- Excellent communication skills (written, verbal, phone and face-to-face), with the ability to build strong, trusting relationships.
- Strong organisational skills, with the ability to manage multiple priorities and deadlines.
- Ability to analyse partnership performance and develop practical solutions to improve outcomes.
- Confident in representing an organisation professionally within schools, at events, and in meetings with senior leaders.
- Ability to work collaboratively across teams, particularly with senior leadership in schools, as well as the Music for Life team and tutors.
- Strong problem-solving skills, with the ability to troubleshoot issues calmly and constructively.
- Good IT literacy, including confidence using email, Microsoft and Apple OS, databases/CRM systems, spreadsheets, and shared documents.

Safeguarding & Compliance

- Commitment to following safer recruitment processes, including DBS checks, references, and compliance documentation.
- Willingness to undertake relevant safeguarding and health & safety training as required.

Personal Attributes

- Passionate about music education and its impact on children and young people.
- Proactive, self-motivated, and able to work independently, while remaining part of a wider team.
- Able to manage time effectively, particularly as the role is work from home if not in schools.
- Professional, approachable, and confident when dealing with schools, tutors, parents, and partners.
- Flexible and adaptable, with a positive attitude to change and evolving priorities.
- Strong sense of responsibility, discretion, and integrity.
- Able to travel to schools and events as part of the role, with a full driving license and access to a car.

Desirable Criteria

- Experience working with a music service, arts organisation, education charity, or not-for-profit organisation.
- Experience of working with freelance tutors or educators.
- Knowledge of music exam boards and the instrumental exam entry process.
- Experience of identifying and supporting funding opportunities or grants within education or the arts.
- Musical background (formal or informal), or a strong working knowledge of instrumental teaching.
- Experience of developing new programmes, piloting projects, or supporting organisational growth and retention.

Next Steps

To apply, please complete the application form, along with the self disclosure form and return both via email to Dan Gooch-Peters at dan@musicforlife.org.uk.

- **Deadline for applications is at 5pm on the 22nd May 2026.**
- **Interview dates scheduled between 8th and 10th of June at Mere Court Hotel Business Centre.**
- **To start September 2026**

If shortlisted and offered an interview, candidates will be asked to prepare a 10 - 15 minute presentation outlining their thoughts on the role, how they would approach building and strengthening relationships with existing Music for Life schools and the skills, experience and value they would bring to the position. A projector will be present at the interview should candidates wish to use technology. This presentation will form a key part of the interview and provide an opportunity for candidates to demonstrate their strategic thinking, communication style, and alignment with Music for Life's values and ethos.

Music for Life is committed to safeguarding, along with acting ethically with integrity in all aspects of the services provided. As such, our recruitment procedure is based on recruitment best practices, respecting human rights, embracing fairness and inclusivity, whilst also ensuring that the process seeks to deter, reject, or identify people unsuitable to work with children and young adults.

Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education (KCSiE), including an Enhanced Disclosure and Barring Service check (DBS). A formal job offer will only be offered by Music for Life following the successful and satisfactory return of the DBS. Questions relating to safeguarding and promoting the welfare of pupils will be explored at interview.

