

APPOINTMENT OF MUSIC ADMINISTRATOR

AUGUST 2025 -SEPTEMBER 2026

(TERM -TIME ONLY PLUS 1 WEEK IN SCHOOL HOLIDAYS, WITH THE POSSIBILITY OF PERMANENT AFTER ONE YEAR)



ST GEORGE'S
EDINBURGH



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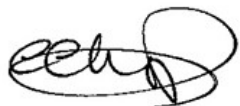
MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3.

Over 500 girls from ages 3 through to 18 flourish in their own sections of the school. Nursery accommodates children from the term of their 3rd birthday through to age 5; Junior School takes pupils from age 5 to 10 through P1 to P5. In our unique structure, Middle School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

Campus and facilities

St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield.



Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



VACANCY DESCRIPTION

MUSIC ADMINISTRATOR

This is a part-time position, (Term time only plus INSET days and 1 week). The working hours will be 26 hours: 8:00am-2pm Monday to Thursday and 8:00- 12 noon Friday, with a 30-minute unpaid lunch break Monday-Thursday.

It is an advantage if the appointee can be flexible to support scheduled events as part of the Music Dept calendar, which include concerts, open days the stewarding of ABRSM and Trinity exams and masterclasses, for which time-in-lieu will be offered.

Job Purpose

To support the music department throughout the whole school (3-18) by administering and supporting the team of 21 Visiting Music Teachers, administering examinations and acting as the outward face of the department for staff, families and students.

Accountable to

The Director of Music

Main Duties and responsibilities

The following provides an overview of the main duties and responsibilities for the post holder but is not exhaustive and can be subject to change. To a certain degree, the role can be tailored to individual skills and future aspirations and the post holder will be encouraged to pursue and develop their strengths and interests.

- Act as the first-point of contact for families, staff and visitors in the Music Department
- Work with Finance and HR to ensure the systems and procedures run smoothly in the provision of individual music lessons: ensuring VMT pre-employment checks are completed; linking up relevant systems for new VMTs; lesson timetables; billing; room rent; sheet music.
- Purchasing for the Music Dept as directed by the Director of Music and in line with School policies and processes'
- Support the department with outgoing correspondence and records
- Co-ordinate the distribution of individual music reports for students
- Liaison with Junior and Middle School over pupil attendance at music lessons
- Co-ordinate ABRSM and Trinity examinations for internal and external candidates: processing entries; timetabling; billing; stewarding.



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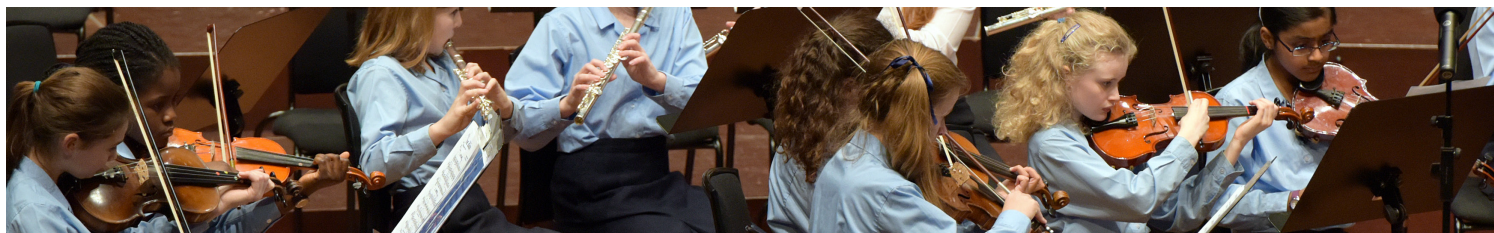
- Manage and administer the instrument hire contracts
- Ensure the school room booking system is working effectively for the Robertson Music Auditorium and liaise with the appropriate staff to address any issues
- Assisting the Director of Music with concert organisation: ticketing; catering; hosting; publicity and programmes
- Take minutes at Music Department meetings
- Collate the Music Department Handbook
- Oversee collection and dissemination of data within the department (sharing student details appropriately with VMTs from the school information management system)
- Maintaining records of music tuition including ensembles and individual lessons on the school's database
- Keep accurate record of the stock of musical instruments owned by the department
- Overall responsibility for with the organisation and publicity for lunchtime concert series and assembly performers
- To provide the administrative support in preparation for Music Department trips (in the UK and abroad) including assisting with the preparation of risk assessments

Other

- To be familiar with and practise school policies, in particular relating to Data Protection, GDPR (or other relevant legislation), Health and Safety, Confidentiality and Child Protection
- To help to create and promote an image of the school which is in accordance with its aims

Addendum

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. Further details of duties, responsibilities and procedures can be obtained from the Staff Handbook.
2. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, unless defined within the details, and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and it may be subject to modification or amendment at any time after consultation with the holder of the post
4. The post holder may also be required to perform any other duties as may be reasonably required as far as is relevant to the requirements of this post



Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities

Hours of Work

As described in Job Description

Contract Type

Term-time only plus 1 week during school holidays, timing to be agreed with the appointee. One-year fixed term, with the possibility of permanent after one year.

Salary Details

FTE salary level = £23,809.50, once adjusted for hours and term-time only= £13,219 pro-rata including statutory holiday pay.

Key dates

Application submission deadline: 19th August 2025 midday.

Interviews to be held the week of 25th August 2025.

