



ST STITHIANS COLLEGE

www.stithian.com

*Inspiring Excellence.
Making a World of Difference*

St Stithians College is a proudly South African school, embracing diversity and offering a distinctive educational experience. Founded as a Methodist Church School, our Christian spirituality is central to our identity. Our College consists of primary and secondary boys' and girls' schools, together with a co-educational junior primary school. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. In addition, St Stithians incorporates Kamoka Bush School near Modimolle, and the Thandulwazi Maths & Science Academy on our Campus. As a College, we are intent on Inspiring Excellence and Making a World of Difference.

BOYS' COLLEGE

St Stithians Boys' College is a leading South African boys' school, which constantly strives for excellence in providing a relevant and rigorous education, and for best practice in the education of boys. As a Methodist school, we have a conscious focus on the "Saints Honour", namely to 'Honour God, Honour others and Honour self'.

Our "seven pillars" support the life of every boy at the Boys' College: academics, sport, culture, community service, leadership, outdoor education and spirituality. Through these pillars, we encourage each boy to realise his maximum potential as a citizen of significance of this school and in our country, in a stimulating and safe environment.

Our mission, purpose and passion is to walk the path towards manhood with our boys, and support them as they emerge as "great young men", ready to serve, lead, contribute and make a difference in our world and in the lives of others.

Extra-Curricular Music Administrator



To assist with the efficient running of a very busy and successful music department by providing comprehensive administrative support to the Heads of Music and other music staff in the Boys' College and Preparatory.

Applications are invited from suitably qualified and experienced individuals who believe they have the required skills and competencies to take on this position from 1 January 2020.

The requirements for this position are:

A suitable qualification and appropriate educational experience in a similar position

- Excellent command of English (verbal and written communication) is essential
- Advanced computer literacy in the full Microsoft Office Suite including Microsoft Access
- Knowledge of Sibelius music notation software and Image editing software will be advantageous
- A comprehensive knowledge of music is essential
- Exceptional planning and organising skills, with attention to detail and high level of accuracy in work
- Excellent numeracy skills including being able to administer finances
- Excellent interpersonal communication skills to liaise effectively and appropriately with staff and other contacts
- The ability to demonstrate a positive and authoritative rapport with senior and junior pupils

Responsibilities include but are not limited to:

Managing all aspects of the administration of extra-curricular individual music lessons given at the Boys' Music School

- Handling of email and face-to-face queries and correspondence from parents, learners and music staff
- Administration of finances
- Performing full secretarial functions / general office management
- Administration of all details pertaining to music events and functions
- Choir & orchestra management
- A commitment to on-going personal and professional development
- An awareness of the nature of the school and willingness to commit to its all-round ethos, co-curricular activities and pastoral approach
- Any staff member working within a school is required to have a sexual offender's clearance certificate before employment can commence

To apply please click on the following link before the closing date of 29 November 2019

<https://stithian.jobskillsmapafrica.com/>

Applications received via email will not be considered. Applications must be done via the link above only.

Please note that due to technical issues applicants should use a PC and not a phone, notepad, etc. to create an account.

St Stithians College is an Equal Opportunity Employer

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa www.stithian.com

The College reserves the right not to proceed with this post. Applications are invited from South African citizens. An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the advertised post will result in applications automatically disqualifying themselves from consideration. Only shortlisted candidates will be contacted