



***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. We are an independent, non-profit institution located on an expansive green campus in Sandton, Johannesburg. As a College, we are intent on Inspiring Excellence and Making a World of Difference.***

### **GIRLS' COLLEGE & PREPARATORY**

Within the Girls' Schools we strive to produce confident young women who are able to lead a life of conviction and purpose. The College's Methodist focus offers our young women important guiding principles enabling of this life of purpose which is central to the Saints Honour Code, namely "Honour God, Honour others and Honour self". The Girls' Schools provide a safe, nurturing and inclusive community where young women are encouraged to explore, experiment and investigate.



### **Extra-Curricular Music Administrator Music (Part-Time)**

Applications are invited from suitably qualified and experienced individuals who believe they have the required skills and competencies to take on this **part-time position** comprising of 3 days per week from **1 September 2025**.

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 Girls' College and Preparatory. This role is a fixed term contract position.

#### **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 knowledge of Microsoft Excel, Microsoft Word and Microsoft Outlook 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 students

#### **Responsibilities include but are not limited to:**

- Managing all aspects of the administration of extra-curricular individual music lessons within the Girls' Music School
- Handling of email and face-to-face queries and correspondence from parents, students and music staff
- Administration of finances
- Performing full secretarial functions/general office management and the administration of all details pertaining to music events and functions
- Choir and 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 **11 July 2025**.

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

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

***St Stithians College is an Equal Opportunity Employer and makes appointments within the context of its transformation imperatives***

Peter Place | Lyme Park | Sandton | 2191 Private Bag 2 | Randburg | 2125 | South Africa [www.stithian.com](http://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***

*St Stithians College is unwavering in its commitment to safeguarding and promoting the welfare of children and young people. We have a suite of robust policies and procedures, regularly reviewed and updated, to ensure a safe, secure, and positive environment where all students can thrive. If you are successful, you will be expected to adhere to and actively contribute to these safeguarding practices.*

*St Stithians College, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer*