



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.

GIRLS' COLLEGE & PREPARATORY

At Girls' College, our mission is to nurture confident young women who are prepared to live with conviction and purpose. Rooted in its Methodist tradition, the College instills guiding principles that inspire our young women to lead lives of purpose — a commitment reflected in the Saints Honour Code: 'Honour God, Honour others, Honour self. The Girls' College provides a safe, nurturing and inclusive community where young women are encouraged to explore, experiment and investigate.

MUSIC ADMINISTRATOR



Applications are invited from suitably qualified and experienced individuals who believe they have the required skills and competencies to take on this **full-time position** from 1 October 2026.

Key purpose of this position

To support the smooth and efficient operation of a busy and thriving Music Department by delivering high-quality administrative assistance to the Heads of Music and wider music staff across the Girls' College and Preparatory School. This position is offered as a fixed-term contract.

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 strong attention to detail and high level of accuracy in all work
- Strong numeracy skills including the ability to manage and administer financial processes effectively
- Excellent interpersonal and communication skills, with ability to liaise effectively and professionally with staff and external stakeholders
- The ability to demonstrate a positive and authoritative rapport with senior and junior students
- SACE registration will be considered an advantage.

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 22 June 2026 <https://stithianjobs.mcidirecthire.com>

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

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

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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