

Post of Administration Assistant

St Mary's Music School is seeking to appoint an administrator to support several functions within the School, with a particular focus on database administration.

Experience in working in a school or education environment is not a requirement, however, a good working knowledge of Microsoft 365 applications and the ability to learn new IT systems and procedures quickly is essential to this role. The role will be split between the School Office and the Bursar's Office.

We are a small school in which no two days are the same. Staff adaptability and flexibility are key, along with a willingness to be hands-on when necessary. The post-holder will work closely with staff in the School, Development, Marketing and Bursar's Offices. The line manager for the post will be the School Bursar.

This is a full-time post of 35 hours per week, working over the full year, however we are happy to discuss reduced hours or a reduced working year with suitable candidates.

Job Description

Database Administration

- Maintenance and use of the School's databases for communications, development and marketing;
- Data input and checking;
- Report production and data compiling;
- Working alongside the Marketing & Communications Manager and the Development Manager to organise marketing, development and publicity mailings.

Administration Duties (School Office)

- General administration in the School Office;
- Assisting the Marketing & Communications Manager with website updates;
- Assisting the Marketing & Communications Manager with filming and photography as needed;
- Assistance with school event planning and management, working alongside the Head of Admissions, Development Manager and Marketing & Communications Manager;
- Attending School events as required, including occasional evenings and weekends.

Administration Duties (Bursar's Office)

- General administrative duties and acting as a point of contact for staff queries;
- Management of sensitive papers and files, ensuring that strict confidentiality is maintained at all times;
- Administration for staff recruitment, joiners and leavers;
- Organisation and update of staff files and other HR records;
- Assisting the Bursar and Accounts Assistant with monthly payroll when required;
- To undertake projects as required by the Bursar.

General duties:

- Ensuring brand guidelines are used across the School;
- Ensure that the requirements of the GDPR are met;
- Promoting the School generally;
- Undertaking appropriate and agreed training and maintaining a personal record;
- Participating in any arrangements for appraisal of performance;
- Participating in extracurricular activities as appropriate;
- Attending staff meetings as required;
- Other duties as required by the Bursar or Headteacher.

Applications:

Application form and covering letter should be sent by email or post to:

Dr JoAnna Collings
Bursar
St Mary's Music School
Coates Hall
25 Grosvenor Crescent
Edinburgh EH12 5EL

Email: vacancies@smms.uk

Application forms returned by email will be required to be signed at interview stage.

Closing Date for Applications:

10am Monday 24 February 2025

Interview Date:

Week commencing 10 March 2025

Start Date:

Tuesday 15 April 2025 or by mutual agreement.

The School

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Cathedral. It is situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Co-educational, day and boarding, the School provides specialist music training and an impressive and stimulating academic education for pupils aged 9 to 19 showing special ability and potential in music. St Mary's Music School "aims to provide the highest possible standard of education and training to exceptionally gifted young musicians, in an inspiring, inclusive and supportive environment".

Around 70 pupils, including day pupils, boarders and choristers, come from many different backgrounds and from all parts of Scotland, as well as elsewhere in the UK and abroad. Entry is by audition and pupils gain a place on the basis of musical ability and potential, regardless of personal circumstances. Scottish Government and school funding, up to 100%, is available through the Aided Places Scheme to assist with the cost of tuition and boarding fees.

The Choir School was opened in 1880 to educate choristers for St Mary's Episcopal Cathedral. Since 1972 the School has also educated young instrumentalists, composers and singers. The School is non-denominational and welcomes pupils of all faiths and none. Music is at the centre of the curriculum. The School runs a chamber-size orchestra, string ensembles, chamber choir, instrumental chamber groups, jazz ensembles and promotes traditional Scottish music.

Pupils share a common love and enjoyment of music and the School aims to ensure that they are given every opportunity to flourish and emerge as excellent musicians capable of using the powerful art of music to inspire and enrich their own lives and the lives of others. We aim to prepare pupils musically, academically, socially and emotionally for the next stage in their educational development. We encourage a high level of motivation and self-esteem, giving all pupils the opportunity to achieve their potential and promoting self-discipline, as well as developing skills of responsible citizenship.

The most recent report from HM Inspectorate of Education rated the School "excellent" and "very good". Pupils consistently achieve very high standards in music and also academically. The academic education is widely based in the early years and, for older pupils, it is more flexible and individually tailored than is generally possible in larger schools. Most pupils proceed to higher education and most enter the music profession, with many established alumni now pursuing international careers, many retaining contact with the School. Illustrious former pupils include pianist Steven Osborne, soprano Susan Hamilton, conductor Garry Walker, composer David Horne, guitarist Paul Galbraith, cellist Philip Higham, presenter Alexander Armstrong and jazz pianist Alan Benzie.

Outreach is an important aspect of the work of the School. Our long established Saturday Music Classes offer pre-School and early years Kodaly classes, theory, singing and instrumental tuition for children from the pre-school year upwards.

Pupils have many performing opportunities in School and in external concerts, in important venues such as The Queen's Hall and playing for royalty and at the Scottish Parliament, and also providing music for smaller-scale events, often for charity. Pupils also play in youth orchestras, such as the National Youth Orchestras of Scotland and Great Britain, and sing in the National Youth Choir of Scotland.

St Mary's Music School is the only Scottish member of the nine Schools of Music and Dance Excellence, which are some of the most successful and vibrant school communities in the UK.

St Mary's Music School helps deliver the Scottish Government's vision for excellence in education by nurturing Scotland's finest young musical talent, being ambitious for our pupils and aiming for excellence across all aspects of the education we provide, as reflected in the aims of the School.

Terms and Conditions of Employment

Place of Work

In the School which is currently situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School.

Hours of Work

35 hours per week, Monday to Friday, usually 9am to 5pm.

Some evening and weekend work may also be required, for Open Day, Concerts and other events. Staff are given time off in lieu for working on these occasions.

Rate of Pay

The salary ranges from £24,207 to £27,570 per annum.

Placing and advancement on the scale is dependent on qualifications, experience and performance. Salary is payable by credit transfer, monthly in arrears.

There will be a cost of living pay review each year.

Pension

Eligible employees (those who earn more than £10,000 per annum) are automatically enrolled into a workplace pension scheme. Non-eligible employees may choose to opt-in to the pension scheme. Employee contribution is 7.0% of salary; employer contribution is 8.0% of salary. Employees may choose to opt-out at any time.

Holidays and Holiday Pay

7 weeks (35 days) pro rata paid holiday per annum to include statutory holidays. The holiday year begins on 1 August.

No holidays, including statutory holidays, may be taken during the school term without the written permission of the Bursar.

School holidays for pupils are 1 week in October, 2 weeks at Christmas, 1 week in February, 2 weeks at Easter and 8 weeks in summer. Term dates do not necessarily coincide with those of other schools. The school buildings are closed in the October half-term week, at Christmas and for 1 of the 2 Easter weeks and these weeks form part of the 7 week annual holiday entitlement.

Public or other bank holidays which occur during the School session are working days and are not part of your holiday entitlement. There will be no entitlement for days in lieu of public or bank holidays.

Sick Pay

Statutory Sick Pay is payable, according to the rules of the scheme. Additionally SSP will be supplemented as shown below:

Service completed on first day of absence	To a maximum of Full Salary for a period of	To a maximum of Half Salary for a period of
26 weeks Probation Period	1 Week	1 Week
After 26 weeks to 2 years	4 Weeks	4 Weeks
More than 2 years	9 Weeks	9 Weeks

Any period or periods of absence due to sickness in the twelve months preceding the first day of a new period of absence (whether due to the same illness or not and whether or not SSP was supplemented as above) will be taken into account in calculating the appropriate supplement of SSP, if any.

Medical Examination

You may be requested, either before or during your employment at the School, to submit yourself to a medical examination by a registered medical practitioner nominated by the School Directors / Headteacher for the purposes of determining whether there are any matters which might impair your ability to perform your duties. You will give such authority as is required for such practitioner to disclose to the School Directors / Headteacher the results of such examination. All reasonable expenses associated with any such examination will be borne by the School.

Disclosure of Criminal Convictions

All employees are required to authorise St Mary's Music School to request a PVG Scheme Record from Disclosure Scotland.

This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 under section 4(2) of said 1974 Act. Applicants are therefore required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1, 'Offences which must always be disclosed' of the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 No.2.

Applicants are not required to disclose spent convictions for offences included in Schedule B1, 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Grievance Procedure

The grievance procedures applicable to your employment are set out in the School's Staff Handbook. The school's Grievance Policy does not apply until after the end of the probationary period.

Disciplinary Procedure

The disciplinary procedures applicable to your employment are set out in the School's Staff Handbook. The school's Disciplinary Policy does not apply until after the end of the probationary period.

Probationary Period

26 weeks from first day of work.

Notice Period

Between 4 and 12 weeks depending on length of service, except during the probationary period when notice period will be one week from either side.