St Mary's Music School
EDINBURGH

ST MARY'S MUSIC SCHOOL

Join Scotland's National Music School

Post of Janitor

Full-Time | 40 Hours Per Week | Session 2026–27

Applications will be reviewed as they are received

About St Mary's Music School

St Mary's Music School is Scotland's specialist music school and the Choir School of St Mary's Episcopal Cathedral. The School is situated in a leafy campus in the heart of Edinburgh, a short walk away from Haymarket Station. Coeducational, 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 75 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 nondenominational 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. 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.

The most recent report from HM Inspectorate of Education had ratings of "excellent" and "very good" for the School. Pupils consistently achieve very high standards in music and also academically. The academic education is broad 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 Dalcroze and 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, including venues such as The Queen's Hall and The Usher Hall. 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.
The School is a member of CSA (Choir Schools Association), SCIS (Scottish Council for Independent Schools), and ISBA (Independent Schools Bursars Association).

About the post - Post Janitor/ Handyman

St Mary's Music School requires a Janitor/Handyman to work alongside our Maintenance Manager. The main building, Coates Hall, was built in the Victorian era and is complemented by five more modern buildings in the grounds. Strong practical and janitorial skills are required for the maintenance of these diverse buildings.

The post-holder should be able to work independently and as part of a small team. We are looking for someone who can think on their feet, is proactive and has great attention to detail. This is a school where no two days are the same and a "can-do" attitude to work is essential.

St Mary's Music School aims to offer the highest possible standard of education and musical training in an inspiring, inclusive and supportive environment, and all staff are expected to support the pupils and encourage them to achieve of their best.

This is a full-time post of 40 hours per week, working over the full year.

Job Description

Specific duties:

- Janitorial duties, alongside the Maintenance Manager, including set-up of rooms, Dining Hall and Sports Court, manual handling and checking of school boilers;
- Carry out small repairs, painting, plumbing, electrical and joinery work as agreed and approved by the Maintenance Manager and the School Bursar;
- Maintenance of the grounds, including gardening and litter clearance, and salting of road and pathways in winter;
- Assist the Maintenance Manager to ensure that adequate cleaning is carried out;
- Take part in a rota of non teaching staff to assist after hours as necessary e.g. for special occasions such as Open Days, Concerts & Prizegiving, parents evenings etc;
- Promote and help to safeguard the health, welfare and safety of pupils, staff and visitors;
- Health & Safety duties including checking fire alarm system and extinguishers, emergency light testing, water system management, PAT testing, and maintaining risk assessments in connection with janitor's duties;
- Order cleaning materials and janitorial supplies as required;
- Cover for kitchen staff absences;
- Cover for cleaning staff absences;
- Act as a deputy to the Maintenance Manager as necessary.

General duties:

- 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 requested;
- Other duties as required by the Bursar or Headteacher.

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

Closing Date for Applications
Applications will be reviewed as they are received.

Start Date
To be mutually agreed.

Terms and Conditions of Employement

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
40 hours per week, Monday to Friday. Hours will be 9.30am to 6.30pm (Monday, Tuesday, Wednesday and Friday) and 7.30am – 4.30pm (Thursday), with a one hour break for lunch.

During the Summer break, hours may be different and will be agreed with you in advance. In addition to these hours, facilities staff are required for Open Day, school concerts and similar events. Staff are given time off in lieu, to be taken outwith term-time, for working on these occasions.

Rate of Pay
The starting salary ranges from £28,000 to £28,500 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 chose 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.