



# St Mary's Music School

## EDINBURGH

### Post of Part-Time Houseparent

St Mary's Music School is seeking to appoint a Houseparent to work on a part-time basis in the Boarding House. The post holder will work primarily at weekends, either daytime (8am to 5pm or 9am to 6pm) and/or overnight (5pm to 8am or 6pm to 9am) shifts, and occasionally during the week (4pm to 8am), dependent on availability.

The successful candidate will work closely with all boarding house staff to develop consistent and effective pastoral care of all boarders. Houseparents are responsible for ensuring that boarders' wellbeing and happiness is met and ensuring boarders remain safe and well looked after.

Houseparents should be energetic, adaptable and sympathetic to the needs of young musicians and ideally should have a background or training in pastoral care.

All Houseparents in independent schools are required to be registered with the Scottish Social Services Council (SSSC) or with the General Teaching Council, Nursing and Midwifery Council, General Social Care Council or other approved regulatory body. The school supports employees who are not already registered with an approved regulatory body to complete a suitable course leading to full registration with the SSSC. Failure to complete a suitable course within a suitable time frame may lead to termination of employment.

For those who are already registered with an approved body, job specific training will also be offered.

### Job Description

The Houseparent is one of a team of boarding house staff overseen by the Headteacher, and led by the the Boarding House Manager. The line manager for Houseparents is the Boarding House Manager.

The work, all under the **Boarding House Managers'** direction, includes:

- Working shifts as required (mainly weekend daytime or evenings, with occasional weekday evenings/overnights/mornings);
- Contact with and supervision of all boarding house pupils while on duty in a team of two Houseparents;
- Responsibility of dealing with issues as they arise and ensuring timely and full communication of any issues arising to the Boarding House Manager, Headteacher or Head of Guidance as appropriate;
- Completing administrative, domestic and security duties as required;

**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 Boarding House Manager, Bursar or Headteacher.

In July and August, if working for the St Mary's School Enterprises, the duties are under the direction of the Bursar and Maintenance Manager. They will be various and will include overnight residence, cleaning and laundry, food handling and serving, front-of-house duties, etc.

A more detailed job description is available on request.

**Applications:**

Application forms should be sent by email or post to:

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

Email: [vacancies@smms.uk](mailto:vacancies@smms.uk)

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

**Closing Date for Applications:**

9am, Wednesday 17 June 2026

**Interviews:**

Week commencing 22 June 2026

**Start Date:**

Tuesday 25 August 2026 (Staff Development Week)

## 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 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 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 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, 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 situated in Coates Hall, 25 Grosvenor Crescent, Edinburgh EH12 5EL or at any other property owned or used by St Mary's Music School. Academic and music teaching and practice rooms are on lower ground, ground and first floors of Coates Hall and in two houses in the grounds. There is designated boarding accommodation for boarding pupils on first and second floors, while kitchen and dining facilities are on lower ground level. Administration is on the ground floor of Coates Hall and in the Lodge at the main gates to Grosvenor Crescent.

On-site accommodation in the school is not provided for other than when on overnight duty. On these occasions there is an en-suite bedroom available for use, and meals are provided and eaten with Boarders.

## **Hours of Work**

During term time the hours include weekday and evening supervision, and there is a requirement for overnight residence within the duty rota.

Optional work during the summer is by arrangement with the Bursar and also includes overnight residence. There is additional remuneration for Summer Enterprises work.

## **Rate of Pay**

Daily hourly rate £13.45 to £13.65 depending on qualifications and experience, overnight hourly rate £12.71. Salary is payable by credit transfer, monthly in arrears.

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**

You will be entitled to 8 weeks paid holiday per annum, to be paid in two equal instalments in July and August of each year. You will be paid for such holiday weeks on the basis of your average hours worked in the session prior to the end of June.

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.