



ST MARY'S SCHOOL ASCOT

---

## APPOINTMENT OF A MUSIC ASSISTANT

# WELCOME TO ST MARY'S SCHOOL ASCOT



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs  
Headmistress

Danuta

Staunton



# THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



## OUR KEY FEATURES

The Board of Governors defines the school through five features:

**A Roman Catholic school.** Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

**A girls' school.** St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

**A full boarding school.** Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

**A relatively small school.** We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

**An academic school.** St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



## ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)



## ABOUT THE ROLE



St Mary's School Ascot is seeking to appoint a Music Assistant starting in January 2026.

### THE MUSIC DEPARTMENT

Music is a vital and vibrant part of life at St Mary's. All pupils in Years 7 to 9 enjoy music lessons in the timetabled curriculum, and further opportunity for study is offered through AQA GCSE and A Level courses. Approximately 240 pupils currently take extra music lessons every week, which are provided on site by a large team of peripatetic staff. Pupils work towards ABRSM exams and are encouraged to practise regularly throughout the week.

The pupils perform in regular concerts involving ensembles and soloists across all styles and genres of music. Choral singing at St. Mary's is very strong, with Campion, the senior auditioned choir, taking a leading role in worship at Mass on Sundays, at Open Day and other whole school events. The Orchestra at St Mary's consists of over 30 pupils and performs a wide range of challenging and diverse repertoire. In addition, a variety of instrumental ensembles rehearse regularly and play bespoke material to suit their specific abilities. Formal concerts are performed at least once a term, whilst smaller recitals take place regularly during lunchtimes and other occasions. The girls enjoy a varied repertoire of classical and contemporary music, with regular Open Mic events and the annual Rock Concert particular highlights.

The Music Department is housed in a large, purpose-built music school with separate offices for the Director of Music, the Deputy Director of Music, visiting instrumental teachers and the Music Administrator. In the music school we have:

- fully equipped classrooms for teaching including for A Level and GCSE lessons;
- 24 general teaching/practice rooms, all with pianos;
- a purpose-built percussion room;
- a technology suite comprising 12 iMacs;
- an audio resources room with an extensive library of scores and recordings;



- the Campion Recital Room, which is equipped with a fine Bösendorfer grand piano;
- several storage rooms for music and instruments;
- a staff room with kitchen facilities.

## PERSON SPECIFICATION

The successful candidate must be a musician with, or currently studying for, a Degree in Music. They will be expected to be a proficient instrumentalist or singer with experience of engaging with a variety of music making opportunities and a desire to work with young people. They must be organised, responsible and inspirational with a love of music. An ability to accompany rehearsals may be an advantage, but candidates with all music specialisms are encouraged to apply.

The Line Manager for the Music Assistant is the Director of Music.

## RESPONSIBILITIES

The responsibilities of the role include but are not limited to the following:

- inspire pupils to engage with the Music Department's co-curricular programme of events and activities;
- help promote a culture of enjoyment and ambition within the Music Department's co-curricular programme;
- organise and lead instrumental and/or choral groups as required by the department and according to personal interests and specialisms;
- promote enjoyment of and engagement with individual music practice;
- supervise and assist pupils with their individual music practice;
- teach and assist with the administration of music theory lessons up to and including Grade 5;
- assist with the preparation of the aural elements of music examinations;
- attend and assist with the preparation and organisation of concerts and musical performances, including Open Mic nights, the annual Rock Concert and the House Music competitions.
- organise and arrange small-scale concerts and musical entertainment for school events as required;
- manage the storage of instruments in the department;
- model outstanding musicianship to pupils of all ages and abilities.

The nature of the role can be further defined by the musical specialisms and interests of the successful candidate and their experience in music education.

### Other duties

This job description sets out the main duties of a Music Assistant. No job description can be fully comprehensive and a Music Assistant will be expected to support the Headmistress in any work reasonably required to support the operation of the school.



## WORKING AT ST MARY'S

**A Catholic school.** Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

**Full-Time/Part-Time.** This is a part time, term time only appointment.

**Accommodation.** The post holder is not required to be resident on site and accommodation is not offered with this role.

**Salary.** The salary for this role is £19,430 per annum.

**Working Days and Hours.** The Music Assistant will be required to work an average of 25 hours per week, with a work pattern that reflects the unique rhythm of a boarding school environment. Working hours will vary depending on whether the school has an exeat (a planned break at the end of the week). Out of 34 term-time weeks, approximately 15 will have exeats. While there is some flexibility with the working hours, the Music Assistant will be required to work all non-exeat Friday evenings and Saturdays from 10:00 – 14:00. The majority of working hours will take place during the evenings to support the school's co-curricular and boarding life.

Outlined below is an example of a typical working week during both exeat and non-exeat periods. Specific hours and days off can be discussed at interview with the Director of Music.

### Non-Exeat Weeks – 28 hours:

| DAY OF WEEK | HOURS              |
|-------------|--------------------|
| Monday      | 4.00 pm – 9.00 pm  |
| Tuesday     | Day off            |
| Wednesday   | 12.00 pm – 9.00 pm |
| Thursday    | 4.00 pm – 9.00 pm  |
| Friday      | 4.00 pm – 9.00 pm  |
| Saturday    | 10.00 am – 2.00 pm |
| Sunday      | Day off            |

### Exeat Weeks – 19 hours:

| DAY OF WEEK | HOURS              |
|-------------|--------------------|
| Monday      | 4.00 pm – 9.00 pm  |
| Tuesday     | Day off            |
| Wednesday   | 12.00 pm – 9.00 pm |
| Thursday    | 4.00 pm – 9.00 pm  |
| Friday      | Day off            |
| Saturday    | Day off            |
| Sunday      | Day off            |



**Additional Days.** The Music Assistant is required to attend one day of new staff INSET and a further six full days of INSET per year which are currently scheduled in the week before the start of each term. The Music Assistant is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

**Holidays.** Holidays must be taken during the school holidays and must not clash with INSET.

**Probationary Period.** The first three months of employment will be a probationary period during which the notice period by both the post holder and the school is one month.

**Notice Period.** On successful completion of the probationary period, the notice period for both the post holder and the school will be one term.

**Pension.** The successful candidate will automatically be enrolled into the school's workplace pension scheme provided by the People's Pension.

**Meals.** Staff are currently able to enjoy lunch and, for staff on duty, a supper meal in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



## HOW TO APPLY

Please complete the online application form selecting Music Assistant from the drop-down menu.

<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form. Closing date: **Wednesday 3 December 2025**. Applications will be considered upon receipt.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





## ST MARY'S SCHOOL ASCOT

---

ST MARY'S ROAD, ASCOT, BERKSHIRE, SL5 9JF

TELEPHONE: +44 (0)1344 296600

WEB: [WWW.ST-MARYS-ASCOT.CO.UK](http://WWW.ST-MARYS-ASCOT.CO.UK)