



SCHOOL VACANCIES
COMMENCEMENT DATE: 4 May 2026

FULL TIME MUSIC TEACHER AND DEPARTMENT ADMINISTRATOR

Rustenburg Girls' Junior School seeks to appoint a dedicated, organised, and versatile Music Teacher & Department Administrator to join our dynamic Music Department. This role combines instrumental and class music teaching with administrative support for the department.

The successful candidate will be an enthusiastic educator, an efficient administrator, and a collaborative team member who is willing to contribute meaningfully to the cultural life of the school.

Key responsibilities include, but are not limited to:

- Provide high-quality individual instrumental lessons.
- Teach class music where required.
- Prepare learners for performances and internal and external music examinations (ABRSM, Trinity, UNISA, Rockschooll, etc.) and Eisteddfods
- Provide administrative support to the Head of Music and the Music Department.
- Curate and manage spreadsheets and programme information for music events, including:
- Coordinate communication to parents and staff regarding music events, schedules, and departmental updates.
- Manage music applications and related correspondence following the aptitude process.
- Assist with the scheduling and timetabling of theory group classes.
- Order class music books and instrumental accessories.
- Support music teachers with administrative requirements related to lesson scheduling and organisation.
- Assist with the administration and coordination of departmental events, including:
 - Eisteddfods
 - ABRSM and Trinity examinations
 - Concerts and other music events





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Requirements:

- A recognised Music degree.
- SACE registration (or proof of application in progress).
- Experience in instrumental and/or class music teaching.
- Strong administrative and organisational skills with excellent attention to detail.
- Computer literacy required; proficiency in spreadsheets and database management advantageous. Experience in Google Workspace will be an advantage.
- A collaborative, team-oriented approach with excellent communication skills.
- A genuine passion for nurturing and inspiring young musicians.
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- **Closing date: Friday 10 April 2026**
- **To be considered for this position, submit the following:**
 - [Application for Employment](#) form
 - **CV with a short letter of introduction**
 - **Certified copies of:**
 - ID
 - SACE certificate
 - Qualifications
 - Academic transcripts
 - **Two contactable referees**
- **Via email to the principal c/o staffposts@rgjs.org.za or hand deliver your CV and documents to the school (12 Main Road, Rondebosch, Cape Town)**
- **If you have not heard from us by 13 April 2026, please consider your application unsuccessful.**

Rustenburg Junior School for Girls is committed to providing equal opportunities and practising affirmative action employment. The school reserves the right not to proceed with the filling of the post. An application in itself does not entitle the applicant to an interview. Only shortlisted candidates will be contacted. All applications will be treated in strict confidence. Under the Protection of Personal Information Act (POPIA), all organisations and schools alike have a legal obligation to manage the personal information it processes appropriately. Our school is committed to ensuring the security and protection of your personal information and to providing a compliant and consistent approach to data protection. The school's Privacy Notice is available on the website, www.rgjs.co.za





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