



**SACRED HEART
GIRLS' COLLEGE**

MUSIC ADMINISTRATION ASSISTANT

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Music Administration Assistant is responsible to the Director of Music in assisting in the provision of exemplary music experiences and opportunities for students at the College. The Music Administration Assistant is expected to commit to the vision and values of the College and carry their duties in such a manner as to reflect the vision and values articulated in the College Mission Statement and in accordance with the College Strategic Plan and the School Improvement Plan.

The Music Administration Assistant will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

KEY RESPONSIBILITIES

Music Administration

- Respond to parent and student phone and email queries regarding the College's Music program.
- Create a timetable for instrumental and vocal students in conjunction with instrumental music teachers.
- Generate 'Fortnight Ahead' which outlines upcoming school-wide events and adjust student music timetables as required.
- Manage room allocation and bookings for lessons and Instrumental Music Teacher and student use.
- Establish and maintain a database of students undertaking instrumental music lessons and student performance groups such as choirs, bands and ensembles.
- Monitor student absence and inform Instrumental Music Teachers of absences.
- Publish reminder notices regarding rehearsals in SIMON (LMS).
- Prepare and submit documents for event approval to the College Planning Team.
- Complete class attendance passes (SIMON LMS) for students required for instrumental lessons and events.
- Enter Commendations in SIMON (LMS) following all music events.
- Monitor completion of Semester reports, and proofread and collate as required.
- In collaboration with Director of Music organise and minute Music Department meetings.
- Prepare correspondence to internal and external stakeholders on behalf of the Director of Music.
- Coordinate and attend Music events such as Soirees, Music Camp and Annual Music Concert, and provide regular progress updates to the Director of Music.

Finance

- Processing of timesheets submitted by Instrumental Music Teachers for payroll.
- Ensure all relevant data and details are collected for payments of Instrumental Music Teachers.
- Ensure the Finance department receives accurate information to pay Instrumental Music Teachers.
- Ensure students (via parents) have paid for music tuition.
- Liaise with Finance regarding unpaid accounts, enrolment and discontinuations, and repair costs.

Music Resources

- Creating purchase orders as per requests from the Director of Music and Instrumental Music Teachers.
- Establish and maintain an up-to-date inventory of all music resources and perform an annual stocktake of resources.
- Coordinate hiring of instruments for students and repairs when required.
- Provide support with the distribution of musical equipment to students
- Creating and sourcing appropriate resources for music lessons, ensembles and performances.
- Organise storage and maintenance of equipment.
- Photocopying, sorting and storing music.

Other Responsibilities

- Liaising with Digital Content and Publications Officer to showcase the Music department and events.
- Assist with Open Morning performances.
- Process entries for AMEB, ABRSM and other examinations and competitions.

EXPERIENCE & SKILLS

Experience

- Experience in an administrative role or school environment essential.

Skills

- Excellent ICT Skills with proficiency in programs such as the Microsoft Office suite, SIMON and Synergetic.
- Excellent verbal and written communication skills including grammar, spelling and punctuation.
- Excellent time management and organisational skills.
- Exceptional customer service skills.
- Excellent presentation and interpersonal skills.
- Ability to prioritise and complete tasks to an excellent standard and meet deadlines in a fast-paced, quickly changing environment.
- Proactive approach to problem-solving with strong decision-making skills.

VARIATION TO ROLE

The Principal, or delegate, may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

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| Reports to | Director of Music |
| Internal Liaisons | Director of Music, Instrumental Music Teachers, Finance and Administration staff, College Leadership Team, staff, parents and students |
| Conditions | Education Support Officer - Category C, Full Time |
| Appointment Time | Ongoing |