



JOB DESCRIPTION

MUSIC ADMINISTRATOR

Employment Conditions	Full-time, term time only position, ongoing subject to successful completion of 6 month probation period
	In accordance with the Educational Services (Schools) General Staff Award
Reports to	Director of Music
Last Revised	March 2024

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

ROLE

The role of Music Administrator is a varied, rewarding role, responsible for ensuring the smooth operation of the daily administration needs of the Music Department. It is a front-facing, interactive position with teachers and students.

RESPONSIBILITIES

The duties of the Music Administrator include:

- Undertake general administration for the School's music program spanning Years K to 12.
- Manage the music timetables and rosters between staff and students.
- Manage and accurately record student lesson attendance and ensemble participation.
- Provide assistance as a point of contact for parent queries.
- Work closely with the school accounts department, to manage the collection and approval of timesheet and charging information.
- Assist with the coordination of student music lessons, in liaison with teaching staff.
- Assist with administration requirements for music activities, tours and events.
- Identify, improve, and streamline administrative tasks and processes where applicable.
- Any other duties as may be required.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Completion of education to a minimum of Year 12.

MUSIC ADMINISTRATOR

- A Working with Children Check clearance (to be obtained on appointment).
- A National Police clearance (to be obtained on appointment).

Experience and Skills

Essential

- Minimum of five years administration experience.
- High level prioritisation, planning and organisation skills.
- Strong experience with the Microsoft Office suite of products.
- Maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Desirable

- Experience in the education sector.

Personal Qualities

Essential

- Ability to communicate positively and effectively with co-workers, students and the wider school community with maturity and discretion.
- Ability to work both independently and collaboratively as part of a team.
- Ability to work under pressure in a calm and methodical manner.
- Excellent communication and interpersonal skills.
- Ability to use initiative.
- Good sense of humour with a positive outlook.

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Director of Music
Teaching and Peripatetic staff
Administrative staff
Students

External

Parents, guardians or relatives of students
Musicians and Performers
Suppliers and contractors

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with the St Mary's Child Safe Policies and Codes of Conduct. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.