

POSITION DESCRIPTION: Music Administrator

Title	Music Administrator
Reporting to:	Head of Music and Performing Arts
Primary Objective	Alphington Grammar School has a thriving Performing Arts culture and the coordination of instrumental lessons is integral to the continued success of the current program offered and delivered within our community. The Music Administrator offers administrative support to both Instrumental music teachers and the Classroom music teachers as required.
Key Internal/External Relationships	<ul style="list-style-type: none"> • Principal • Finance Manager • Head of Music and Performing Arts • Primary Music Coordinator • Instrumental Staff • All teaching Staff • Administration Staff
Primary Responsibilities	<ul style="list-style-type: none"> • Provide administrative support to the Head of Music and Performing Arts and Music Department staff. • General office duties including handling incoming phone calls, taking messages for staff, receiving and sorting mail, typing letters and note taking at Music Department meetings. • Use Music Monitor on a daily basis to record and create the following: staff information, student details, attendance, roll taking, awards, ensemble details, exam schedules, exam results, excursions, instrument hire, performances, billing and tuition, timetabling, tracking music department resources, progress reports and payroll for music teachers. • Liaise with parents, students and staff as required ensuring communication is of a professional standard. • Respond to queries from families regarding private lessons. • Liaise with staff across all areas of the School to resolve any room or timetable clashes that may arise. • Oversee the administration of instruments including ordering, numbering, registering, organising repairs, servicing, distributing to staff and students and ensuring instruments are kept in good condition. • Oversee the administration of music books including ordering, covering, numbering, cataloguing, distribution and collection. • Correspond with the Friends of Music group as well as attend meetings, minute taking and other relevant administrative duties. • Produce music record books that are used by teachers to keep records of student attendance in classes, ensembles, extras and private lessons. • Organise (and in some circumstances attend) Music Department excursions, camps, events. • Oversee student attendance at external exams and completing all related documentation. • Liaise with the Marketing team to ensure the Music Department updates are included in relevant publications. • Liaise with the Accounts Department regarding accounts, invoices, lessons fees, instrument hire charges, billing, tuition

	<p>and all other finance related items.</p> <ul style="list-style-type: none"> • Provide Reception cover for other areas of the School as required. • Other duties as directed by the Head of Music and Performing Arts. 														
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Technical Knowledge and Job Specific Skills	<ul style="list-style-type: none"> • An understanding of Alphington Grammar School context. • Appropriate experience in an administrative support role. • Advanced Microsoft application skills. • Excellent customer service skills. • An current and appropriate WWC check 														
Personal Attributes	<ul style="list-style-type: none"> • Willingness to support the values of the School. • Highly developed organisational skills. • A willingness to take direction. • Skilled in negotiating conflicting interests to ensure a positive outcome. • An ability to both take initiative and to accept direction. • Outstanding attention to detail. • Integrity, discretion and confidentiality. • Initiative and resourcefulness. • Outcomes focused. • Ability to prioritise. • Flexibility and 'can do' attitude. • Be mature, calm and reflective when making decisions. 														
Tenure	Part-time ongoing position at 0.6 FTE. Days and hours of work to be negotiated with the Head of Music and Performing Arts.														

Statement of Commitment to Child Safety

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required.

All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy including:

- a) Working With Children Check Clearance, VIT registration or similar check as applicable;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.

Staff Acknowledgement

I _____ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: _____

Date: _____