



**ALL SAINTS'  
COLLEGE**



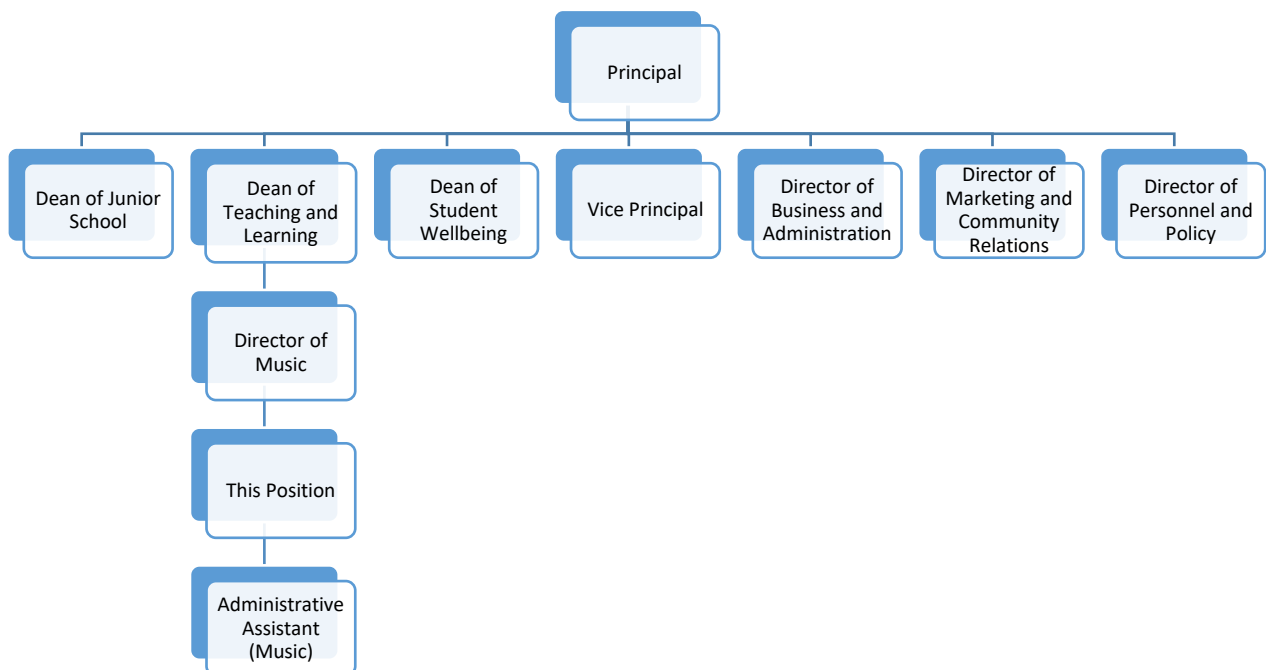
## DUTY STATEMENT MUSIC ADMINISTRATOR

***All Saints' College prioritises the safety, welfare and wellbeing of children and young people, and expects all staff and volunteers to share this commitment.***

### POSITION PURPOSE

The Music Administrator is directly responsible to the Director of Music for managing the administrative functions of the College's Music Department. This includes the coordination of instrumental and vocal tuition, and musical events organised by the Music Department.

### ORGANISATION STRUCTURE



## KEY RESPONSIBILITIES

The Music Administrator will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position. Duties related to the position include, but are not limited to, the following.

### 1. Administration

- (a) Assist the Director of Music with the administration requirements of the Music Department by:
  - i. undertaking general clerical duties and responding to email and telephone enquiries;
  - ii. assisting with the organisation of camps, tours, concerts, rehearsals and special after-school workshops, which includes booking venues, arranging the movement of instruments, preparing information letters, completing and submitting risk assessment documentation, and assisting with cost assessments, publishing music programs and event promotion;
  - iii. organising scholarship and grant auditions, and assist as required;
  - iv. managing all enrolments and withdrawals in music instrumental and vocal lessons, which includes liaising with music tutors and Accounts Department; and
  - v. processing timesheets submitted by music tutors to payroll department.
- (b) Support and assist Music Department Staff by providing regular information on forthcoming College events, and ensuring music lessons and teaching rooms are allocated efficiently.
- (c) Maintain the Music Library, including the upkeep of inventories and ordering of stock.

### 2. Parent and Student Support

- (a) Act as point of contact with the Music Department for Music students and their families.
- (b) Manage the allocation of Music student lockers and ensure the appropriate personnel attend to maintenance requirements.
- (c) Allocate hire of College instruments to students and ensure financial arrangements and maintenance requirements are attended to by the appropriate personnel.
- (d) Prepare content for *MyASC* music webpage and *The College Courier* to communicate music events to parents and students.
- (e) Co-ordinating AMEB examination enrolments and Fremantle Eisteddfod entries.
- (f) Assisting parents with ordering music books and accessories.
- (g) Act as a liaison officer with the College's Friends of Music.

### 3. Staff Expectations

- (a) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (b) Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

- (c) Maintain professional confidentiality concerning information about staff and/or students.
- (d) Strive to implement productivity, quality and service improvements on a continual basis.
- (e) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (f) Comply with Occupational Safety and Health requirements in the workplace.
- (g) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.
- (h) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.

#### 4. Other Duties

- (a) On occasions, you may be directed to undertake other duties as required.

### SELECTION CRITERIA

#### Essential

- Demonstrated experience in providing a high standard of administrative support in a busy and varied office environment with minimal supervision, and as part of a team.
- An ability to prioritise and work to deadlines.
- Well-developed written, verbal and interpersonal communication skills with an attention to detail.
- A proactive solution focused approach to coordination and organisation.
- Ability to work flexible hours to assist with music activities and events outside standard school hours.
- A high level of proficiency in a range of computing skills including word processing, Excel, spreadsheets, databases, internet and email.
- Hold (or ability to attain) a current Working with Children Check.

#### Desirable

- An interest, knowledge, or experience in music, or musical performance.

*The College recognises that Duty Statements are dynamic documents.  
They are reviewed annually or as required.*

March 2023