



Music Administration Assistant

Position reports to	Head of Music
Classification	C-3 General Staff, Southern Cross Grammar Enterprise Agreement 2023
FTE	0.4-0.6 FTE, Term-time only

Key Aspects of the Role

The Music Administration Assistant provides high quality and responsive administrative support to our Music Team, including teachers and instructors, students and parents. Responsibilities include:

- Provide administrative support to the Head of Music and Music Staff, as requested
- Maintain accurate and complete data through multiple Learning and School Management systems ensuring that records of attendance, enrolment, continuance and cessation of music students are entered, updated and detailed
- Prepare and distribute agendas and minutes of meetings and reports as requested by the Head of Music or their delegate
- Coordinate the lesson reconciliation documents for Instrumental staff and supply accurate, timely details to Student Tuition for billing, including lesson tallies, accompaniment hire fees, external examinations and music texts/supplies
- In consultation with the Head of Music and Student Tuition services, facilitate account queries with parents
- Update, catalogue and maintain the music physical resources library (both sheet music and instruments)
- Coordinate required activities for production of concerts and music events including programs, ticketing, Operoo consent forms and booking of external providers as needed (eg catering)
- Provide practical support on rehearsal and concert or event days / evenings as required by the Head of Music
- Communicate with the Timetabler for room allocation for ensemble rehearsals
- Maintain the room allocation schedule for the Music Pods
- Liaise with Head of Marketing regarding music-related publications including newsletters, Performing Art calendar, Concert promotion and programs.
- Publish timely information to SchoolBox pages as required to update music timetable, ensemble scheduling changes, etc
- In consultation with the Head of Music, prepare the Music Department purchasing and supplies requests
- Coordinate AMEB applications and examination requirements, including the scheduling of accompaniment rehearsals
- In consultation with the Head of Music, prepare correspondence and communication to students and parents
- Triage incoming email and reporting systems each morning for Instrumental Music students absence notifications and forward to instrumental staff as appropriate
- Assist with student, staff, parent and community enquiries related to Music Department events
- Communicate waitlist times and placement positions for Instrumental Music enrolments to parents and Music staff as required
- In consultation with the Head of Music and School Registrar, assist with the coordination of Music Scholarship applications, auditions and offers



- Assist with the documentation and review of the Music Department's procedures
- Coordinate event/concert support with the Friends of Music as needed
- In consultation with the Head of Music and the People & Culture department, provide administrative support for Music staff recruitment programs, including Music staff onboarding

Key Relationships

- Head of Music
- Music Staff
- Staff, students and School Community

Work Health and Safety

Staff are required to:

- take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the School's health and safety policies and procedures
- participate in Work Health and Safety related training
- promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe

All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing
- Have a working knowledge and understanding of the school's Child Safe Policies, Code of Conduct and any other policies and procedures relating to child safety, including Child Safe Standards
- Undertake annual training to maintain compliance with all child safety legislation, standards and regulations.

Key Capabilities

- Confident in working autonomously and in a team setting to produce quality outcomes for students
- Clear sense of initiative, personal integrity, confidentiality and accountability
- Effective time management strategies and the ability to prioritise workload
- High level written and verbal communication skills including attention to detail and accuracy
- High level problem solving skills
- Excellent planning and organisational skills
- Confidence in providing information to students, parents, and staff in a timely manner
- Ability to develop, cultivate and maintain professional relationships with a variety of stakeholders
- Music knowledge or appreciation desirable

Conditions of Employment

- Current Working With Children check and National Police Check
- Completion of a relevant qualification and/or an equivalent combination of relevant experience and education/training



SOUTHERN CROSS
GRAMMAR

- The nature of the position is such that the Music Administration Assistant may be required to be available outside of normal school hours, and be available to attend Music Department-related School events
- Salary packaging benefits, and professional learning opportunities
- Employment and leave provisions as outlined in the Southern Cross Grammar Agreement 2023
- Employer Superannuation contributions as prescribed under the Superannuation Guarantee Legislation
- Current level 2 First Aid and CPR Certificate, Asthma and Anaphylaxis training or willingness to undertake
- Southern Cross Grammar is an equal opportunity employer.