



ROLE DESCRIPTION

MUSIC ADMINISTRATION ASSISTANT (PERMANENT PART TIME POSITION – 16 HRS PER WEEK) TERM 3, 2019 START

1. ROLE PURPOSE

The Music Administration Assistant works to support the Knox Preparatory School Music Department. The function of the Music Administration Assistant is to deliver administrative support to Knox Grammar Preparatory School's Music Program.

2. ROLE RESPONSIBILITIES

The Music Administration Assistant has reporting responsibilities to the Director of Music Curriculum, Director of Instrumental Music and the Head of the Preparatory School. As with all school employees, the incumbent is ultimately responsible to the Headmaster. The Administration Music Administration Assistant will be required to work from 7:30-11:30am on Tuesday- Friday (16 hours per week).

3. ROLE ACCOUNTABILITY

Key Skills and Attributes:

- Enjoys working with children
- Strong communication skills
- Ability to work as a team player
- Mature ethical integrity and clear professional boundaries
- Proactive and energetic with a positive approach to work
- Demonstrable capacity to manage and prioritise tasks
- High developed organisational skills
- Have excellent written and oral communication skills
- Advanced ability to use Microsoft Suite and Google Suite
- Prior experience in an administration role
- Experience working in a Music context is desirable but not essential.

Key Administration Duties:

- Cataloguing of all music teaching resources
- Cataloguing of all classroom instruments
- Cataloguing all ensemble music
- Cataloguing and tagging all school owned instruments
- Cataloguing all costumes in costume cupboard
- Filing of music for all ensembles
- Program design and layout for the Year 6 Musical
- Photocopy Music for Presentation Day
- Maintenance of all Ensemble folders (photocopy any music needed on a weekly basis)
- Complete Ramps/Excursion Policies for upcoming events
- Photocopy Music for ensembles
- Organise folders for Ensembles
- Proof read and sort all Peripatetic music reports
- Assist in Stationery orders
- Assist in designing programs for any "Knox Instrumental Concerts Series" events
- Assist in collecting all instruments for end of year servicing
- Keep and update rolls for Ensembles
- Assist in any ordering of music or instruments
- Write out Merit Award's (weekly)

Other Essential Criteria:

- The Music Administration Assistant will be required to attend morning band rehearsals on Tuesday, Wednesday and Friday at 7.30am.

4. WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible.
- reporting any near miss incidents to the appropriate staff as soon as possible.
- working within the WHS management systems that have been adopted by the School.

5. APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Music Administration Assistant will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

6. TERMS OF EMPLOYMENT & REMUNERATION

This is a full time position 48 weeks per year with 4 weeks annual leave. Annual leave will generally be taken during non-term time. The ordinary average hours of work (exclusive of meal breaks) shall be 38 hours although there may be times when hours will fluctuate due to cyclical demands and specific operational requirements. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation.