

# INSTRUMENTAL MUSIC ADMINISTRATOR

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Head of Performing Arts – Mt Ridley</b>
<b>Status:</b>	<b>Ongoing</b>
<b>Fraction:</b>	<b>Part-time 0.6FTE (5 weeks' paid annual leave, 8 weeks' unpaid annual leave pro-rata)</b>
<b>Salary:</b>	<b>General Staff Level 2</b>
<b>Hours:</b>	<b>38 Hours per week; 8:00am-4:06pm Monday to Friday (0.6 pro rata)</b>
<b>Location:</b>	<b>Mt Ridley Campus</b>
<b>Prepared:</b>	<b>October 2023</b>

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## Position Context

**Hume Anglican Grammar** is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,600 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students (Mt Ridley 1,400, Donnybrook 840 & Kalkallo 305) and ultimately have some 3,600 students (Mt Ridley 1,400, Donnybrook 1,600 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

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## Purpose of the Position

The purpose of the Instrumental Music Administrator is to provide general administrative and day-to-day support to the Head of Performing Arts, specifically to administer the Instrumental Music Program.

The Instrumental Music Administrator will work under the overall direction of the Head of Performing Arts – Mt Ridley. They have their functional work tasks overseen by the Performing Arts Coordinator.

The Instrumental Music Administrator has an important part to play in supporting the delivery of the highest quality Instrumental Program. They are highly organised, self-disciplined and proactive; have high standards, strives to improve their own practice, and makes efficiencies in the school setting.

The Instrumental Music Administrator operates in collaboration with the Performing Arts Assistant (DB and KK).

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## Nature of the Position

The Instrumental Music Administrator works 39 weeks of the year, which includes the 38 term weeks and the week prior to the commencement of the academic year. All paid and unpaid leave must be taken during non-term weeks. Hours of work are from 8:00am to 4:06pm three days per week including a 30-minute meal break.

The Instrumental Music Administrator time will be located at the Mt Ridley campus. In the future there may be the requirement to perform part or all of this role at other locations.

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## Responsibilities and Duties

Subject to the discretion of the Principal, the Instrumental Music Administrator will provide general administrative and practical assistance to the Head of Performing Arts (MR), Performing Arts Coordinator (MR) and the Instrumental Music Tutors.

### **Responsibilities include:**

#### **Performing Arts – Instrumental Music**

- In consultation with the Head of Performing Arts – Mt Ridley, coordinate teaching rosters for Instrumental Music Tutors
- Coordinate all aspects of the enrolment of students into Instrumental Music lessons at Mt Ridley
- Maintain accurate student attendance records and share updates with Accounts regarding outstanding lessons
- Contact parents if Instrumental Music lessons are missed
- Liaise with Accounts Receivable to ensure that Instrumental Music accounts are accurate, including invoicing and credits
- Liaise with the Head of Performing Arts – Mt Ridley and the Deputy Principal's Executive Assistant to ensure prompt and efficient handling of documentation in order to pay Instrumental Music Tutors
- Administer the timetable and other rostering software, currently Music Monitor
- Assist with the maintenance and inventory of music assets, as required
- Use the School's purchasing systems and processes to order equipment, resources and other needs for Instrumental Music
- Manage the Mt Ridley Instrumental Music inbox and respond to enquiries in a timely manner
- Coordinate AMEB examination enrolments in consultation with Instrumental Music Tutors
- Liaise with the Head of Performing Arts – Mt Ridley to provide data and insights to inform future resourcing and staffing needs, such as waitlists and recruitment needs

#### **General**

- Operate within the team in supporting its mission
- Other duties as directed by the Principal.

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## Qualifications, Skills and Experience

### Essential

- Highly proficient computer skills in the MS Office suite including Outlook and Word
- Demonstrated relevant experience in a similar role as a Instrumental Music Administrator
- A current Working with Children Check.

### Desirable

- Experience working in a school setting
  - Ability to learn and effectively use new software programs.
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## Personal Qualities

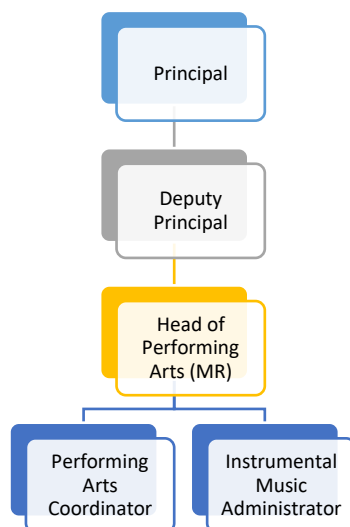
### Essential

- Outstanding written and verbal communication and interpersonal skills to build relationships with key stakeholders
  - Outstanding organisational skills, planning, and ability to operate efficiently and effectively
  - A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines
  - The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
  - The ability to build and maintain strong relationships with staff, students, parents and the community
  - Outstanding attention to detail
  - Personal sense of initiative, enthusiasm and high energy
  - Commitment to customer service and continuous improvement
  - A resourceful team member who is able to operate in a collaborative and inclusive manner.
  - Demonstrated interest in ongoing personal professional development.
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## Key Selection Criteria

1. Experience working in a similar role
2. Outstanding organisational skills, planning, and ability to manage information systems
3. The ability to build and maintain strong relationships with students, staff and parents.

**This Position Description may be altered from time to time to meet the operational needs of the School.**



**Only those roles directly associated with the position are shown.**