

MUSIC ADMINISTRATOR

POSITION HOLDER:	Vacant
SECTION:	Music Department
POSITION REPORTS TO:	Head of Music
REPORTS TO POSITION:	Nil
CLASSIFICATION:	As outlined in The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Classification – Level 6
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed term – part time - 2025
HOURS PER WEEK:	21 hours per week – based on a 38 hour week

P U R P O S E

This position provides support and assistance to the Head of Music, Head of Vocal and Instrumental Tuition, classroom teachers, ensemble directors and the co-curricular programs in the Primary, Middle and Senior areas of the School. The role is based on the Commercial Road Campus.

P R I M A R Y D U T I E S

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Assisting the Head of Music with the coordination and delivery of the Music Program E-12.
- Assisting the Head of Vocal and Instrumental Tuition with the coordination and delivery of one-to-one and small group tuition – scheduling of lessons; allocating rooms; collation of tutor pay data and parent accounts for the Payroll and Accounts Receivables office.
- Assisting all music staff with the management of the instrumental hire scheme, including the hire, loan and maintenance of the instruments.
- Maintaining online records pertinent to Music, using packages such as Clipboard, ELMO, ProSpend, SEQTA, Definitiv, the Google suite of apps and Operoo and any other software utilised by the department or School.
- Assisting with the preparation and dissemination of information and documentation (eg. budget statements, departmental mail, minutes of meetings, Music calendar, Music site, scholarships, risk assessments).
- Assisting with the organisation and promotion of performances, excursions and other music-related events.

- Assistance with Front of House at school concerts, including those involving external artists and the sale of tickets – these events may take place after hours for which the Music Administrator will be able to negotiate time in lieu in prior consultation with the Head of Music.
- Assistance with the planning and delivery of interstate and overseas music trips.

KEY RELATIONSHIPS

- Head of Vocal & Instrumental Tuition
- The Farrall Centre Coordinator / AV Technician
- Vocal & Instrumental Tutors
- Staff
- Students

DELEGATIONS

- Nil

SELECTION CRITERIA

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Well developed computer skills and the ability to use databases, word processing applications, spreadsheets and web-based information management systems.
3. Well developed administrative and organisational skills.
4. Well developed interpersonal and verbal communication skills.
5. Some background knowledge in music and familiarity with a range of music equipment.
6. Experience in dealing with students in an educational setting is desirable.
7. The ability to work safely in a School environment and be fit to undertake the inherent requirements of the position.
8. Show strong support for the Purpose & Concerns and ethos of The Friends' School.
9. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and have a National Police Check (less than 6 months old).

CONFIDENTIALITY

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

I have read and understood the expectations of this position description.

Name: Date:

Signature: