



Role Description Music Administrator

Introduction

In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. Faith which is relevant in today's world
2. A deep respect for intellectual values
3. Building community as Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious study and academic excellence. The curriculum is designed to engender the integral development of pupils, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

Responsible to:

The Music Administrator is responsible to the Principal through primary responsibility to the Head of Music and the School Events Co-ordinator.

Key Requirements:

1. Appropriate academic qualification, suitable experience and a background relevant to the role
2. Understanding of the philosophy and spirituality of a Catholic school
3. The goals of Sacred Heart Education should be evident in the modeling provided by this person in their dealings with students, staff and parents
4. The Music Administrator will be a person enthused by and committed to this role, its responsibilities and challenges
5. The ideal candidate for this position is one who is energetic, personable, enjoys dealing with students, staff and parents, gives meticulous attention to detail and takes responsibility for the overall day to day administration of a busy music department. This person must be able to “multi-task” and be able to work in an environment in which many people need continuous support. This position requires initiative, ability to maintain a number of databases with accuracy.

6. Contribution to a child-safe environment, familiarity with and compliance with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety

General Responsibilities:

The primary role of the Music Administrator is to provide support to the Head of Music and the School Events Co-ordinator.

Specific Duties:

1. Building supervision

- Supervision of access to the music school in terms of security and safety
- Supervision of student access to instrumental storeroom
- Supervision and maintenance of standards of presentation of Brynmawr, the National Trust classified building which serves as the Sacre Coeur music school

2. Student enrolments

- Establish and maintain all aspects of communication with parents & students regarding instrumental tuition & scheduling
- Maintain an accurate database of all relevant information including teachers' rolls and pay forms
- Maintain accurate records of income and expenditure and effectively liaise with the school Finance Office for billing purposes
- Deal with enrolment and cancellation of lessons according to set protocol

3. Instrumental tuition

With a large number of sessional instrumental teachers, many of whom are itinerant, it is the role of the Music Administrator to deal with the following:

- Co-ordinate lesson schedules and process requested changes as required
- Generate tuition rolls for instrumental staff
- Communicate with students, parents and staff in order to ensure the smooth running of the Music Department
- Assist instrumental staff in locating students and escorting primary students to and from their lessons if required
- Generate letters to parents re absences
- Supervise and process enrolment and cancellation procedures in accordance with established protocols
- Assist with Music Scholarship processes in liaison with the Head of Music

4. Resource management

- Order books and resources according to staff requirements
- Maintain database of print resources including storage location
- File or store books/music according to instruction
- Maintain database of instruments including value and location

- Ensure AMCOS copyright license requirements are adhered to
- Maintain database of the instrumental hire scheme including hire agreements, instrument allocation, repairs, billing & storage

5. Examination Entries

Processing of entries for AMEB, ANZCA, Trinity College or ABRSM examinations includes the following:

- Administer the required processes for entry examination
- Generation of appropriate permission forms
- Submission of entries to the various examination bodies by the due date
- Processing appropriate examination charges
- Organization and billing for services of accompanists
- Notification of students and teacher of examination schedules when received
- Photocopying and distribution of examination notices

6. Events Management, working in liaison with the School Events Co-ordinator

- Booking of buses
- Ticketing process
- Consent2Go processes
- Attend to ordering of materials and payment of invoices

7. Other Administrative roles

- Assist with corrections to, and distribution of, reports for instrumental music teachers

The duties outlined above may be subject to variation from time-to-time by the Principal.

Skills and Abilities:

- Excellent time management and organisational skills
- Excellent presentation and communication skills
- Ability to exhibit multi-tasking and work independently and as a team member
- Ability to be self-motivated, focused and to complete tasks on time
- Excellent ICT skills with proficiency in programs such as Microsoft Office, Music Monitor, Synergetic, Google Drive and the school intranet, Firefly
- In the case of Music Monitor, which is a program specifically designed for Music Departments, training will be provided if necessary
- Knowledge of graphic design software packages (desired but not essential)
- A general knowledge of bookkeeping

Experience, Qualifications and Special Conditions:

- Excellent interpersonal and collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers and external agencies

- Demonstrated experience working within a school environment would be advantageous
- Elements of this role involve physical tasks such as moving musical equipment
- Experience in the music or performing arts industries will be well regarded
- A successfully completed Police Check and Working with Children Check
- Demonstrated commitment to the safety of children and young people

This is a full-time position at Level 2 (Category C) of the Education Support schedule (Victorian Catholic Education Multi Employer Agreement 2018)

Hours of work: 8am to 4pm Monday to Friday (lunch 12:00 to 12:30pm). At times, the Music Administrator may be required at work earlier to assist with equipment pickup/delivery. Time in lieu will be arranged at a mutually agreed time.

Annual leave: Leave will be granted as for school term holidays, with the exception of the beginning of Term 1 where the Music Administrator is required for duties one week prior to the teaching staff commencement date, for three days prior to the beginning of Term 3 and two days at the end of Term 4.

The role also requires attendance and assistance at a number of additional events:

- Open Day
- Secondary Music Concert
- Chapel Concert and Music Awards
- Senior School Musical
- Soirees
- Carols
- Joigny Music Concert
- Joigny Musical
- Arts Festival
- French Village Fair
- Departure to and arrival from Music Camp
- Community Choir (for two evenings at the beginning of the year to assist with administrative matters)

Note: Category C normally allows for only 7 weeks of holiday, the additional weeks are given in recognition at these additional events.

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi Enterprise Agreement. All employees at Sacré Cœur are to follow the school policies and procedures, including those relevant to the Occupational Health and Safety Act 2004 and Equal Opportunity Act.