

## POSITION DESCRIPTION

<b>POSITION:</b>	Music Administrator
<b>KEY RELATIONSHIPS:</b>	This position reports to the Directors of Music in the first instance. All positions at the School ultimately report to the Principal.
<b>POSITION STATUS:</b>	Full-time, ongoing role (inclusive of 4 weeks' Annual Leave pa)
<b>PRIMARY FOCUS:</b>	The position of Music Administrator has the responsibility to work closely with the Directors of Music to organise key operational functions of the Music Department, including collating, interpreting and assisting in all functional aspects of the Music Department.
<b>DOCUMENT DATE:</b>	March 2024

### CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

#### ***Our Vision***

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

#### ***Our Mission***

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

#### ***Our Values***

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

#### ***Our Key Areas of Focus***

- Learning Designed for All
- Our Community
- Our Expert Workforce

#### ***Our Motto***

'Utilis in Ministerium' (Useful in Service)

### COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review

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## STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

## CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that at all times their students have a child safe learning environment. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

## THE ROLE

The Music Administrator is responsible for providing a wide range of administrative assistance to enable the smooth running of the Music Department. This includes providing a high level of support to the Directors of Music in managing their leadership responsibilities and commitments, as well as working in close collaboration with Music Classroom Teachers and Instrumental Music Tutors.

The Music Administrator must have the ability to read music and have a strong understanding of musical genres and scores, as well as excellent interpersonal skills, initiative, attention to detail, outstanding organisation and planning, and commitment to working as part of a team.

## KEY INTERNAL CONNECTIONS

### Reporting directly to

- Directors of Music

### Associated Relationships

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| <ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principal</li> <li>• Senior Management Team</li> <li>• Head of Junior School</li> <li>• Marketing &amp; Community Engagement team</li> <li>• Director of Development</li> <li>• Instrumental Music, Speech &amp; Drama Tutors</li> <li>• Head of Strings</li> </ul> | <ul style="list-style-type: none"> <li>• Business Office staff</li> <li>• Database Administrator, I.T. staff</li> <li>• Human Resources</li> <li>• Admissions</li> <li>• Maintenance</li> <li>• School Nursing staff</li> <li>• Junior &amp; Senior School teaching staff</li> <li>• Other Head of Departments</li> </ul> |
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## KEY EXTERNAL CONNECTIONS

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| <ul style="list-style-type: none"> <li>• Current and prospective parents</li> <li>• External accompanists and musical specialists</li> <li>• Venue operators, e.g. Melbourne Recital Centre, Camp Manyung</li> <li>• International Tour providers and overseas contacts</li> </ul> | <ul style="list-style-type: none"> <li>• CGGS Music Department staff</li> <li>• Suppliers</li> <li>• Pinwheel (School Cafeteria)</li> <li>• Former CGGS Directors of Music</li> </ul> |
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## KEY DUTIES & RESPONSIBILITIES

### 1. Event and Project Management

- Coordinate the preparation, production and running of School Music events and programs, meetings or conferences (such as Annual Concert, House Music, Productions, Music Scholarship auditions and Music, Speech & Drama examinations), including:
  - Booking and setting up of facilities (including seating plans and marking rows) and organising catering

- Preparing and issuing information, timetables, run sheets and invitations
- Formulating guest lists
- Coordinating and communicating with visitors, guest speakers, examiners, accompanists and adjudicators
- Coordinating the placement of appropriate signage for events and assisting with direction of visitors
- Managing ticket sales for Music events, including setup, coordination and promotion
- Confirming receipt of all examination applications to students, collating all applications, entry charges, syllabus details and processing applications, plus coordination and booking of exam accompanists as required.
- Other tasks, as required.
- Prepare and coordinate all elements for Music Camp, excursions and incursions, including:
  - Student/parent letters, forms and lists
  - Medical and dietary information, and coordination of medical kits (in conjunction with the School's Nursing staff)
- Follow up on action items, liaising with relevant staff and ensuring timely completion of tasks.
- Be alert to School activities and to the Directors of Music involvement in them, proactively checking details and demonstrating initiative.
- Ability to support the development and implementation of new ideas and processes.
- Attend all after-hours School and School Music events, providing key support to the Music Department staff as required.
- Maintain accreditations and occasionally drive the School's vehicles for transporting small groups or equipment to outside venues.

## 2. Documentation, Processes and Office Management

- Provide high level administrative support and assistance to the Directors of Music.
- Manage and maintain both Directors of Music's diaries:
  - Schedule and coordinate meetings
  - Ensure tasks are planned in a suitable time
- Prepare, distribute and record all correspondence as requested by the Directors of Music.
- Manage digital filing of student records, reports, results and other correspondence for the Directors of Music, and setup systems to share with relevant stakeholders.
- Coordination & communication of payroll for Music Department, including casual staff and salaried staff teaching loads.
- Record minutes of meetings as required.
- Support the Directors of Music in the management of the Private Tuition program
- Support the Directors of Music in coordinating the School's Music programs and events, including:
  - Scholarship auditions
  - Music, Speech & Drama examinations
  - Music productions, events, rehearsals, eisteddfods and recitals
  - Music Camp
  - Annual Music Staff Meeting
  - Student recitals
  - School tours, including international tours
- Prepare and develop content for printed materials as required for Music productions, events, recitals, etc., in conjunction with Marketing.
- Maintain attention to detail and thoroughness in following systems and processes.
- Maintain a network of School contacts.
- Oversee and supervise the tidiness and use of Music Department areas, including the Music Tuition rooms, staff room, music storage rooms, and musical and ICT resources in classrooms.

## 3. Interpersonal Skills

- Support the Directors of Music to lead the Music Department and programs within the School, ensuring relevant matters concerning students and parents are brought to the attention of the Directors of Music.
- Understand and build relationships with staff, students and the CGGS community.
- Liaise promptly and efficiently with external organisations and professionals.

- Ensure welcoming and supportive interactions and communications occur.
- Work with discretion and confidentiality.
- Ability to deal with difficult situations or unexpected events and support those involved, identifying ways of delivering a high-quality service.

#### **4. Communication**

- Attend to all correspondence, emails and telephone calls in a timely and professional manner and draft responses as required.
- Ensure that the Directors of Music are kept abreast of all communications and forward any relevant parent, student or tutor concerns via email.
- Understand the structure of the School in order to respond professionally to all enquiries. Respond to enquiries on behalf of the Directors of Music within authorised delegation.
- Liaise with and direct enquiries to other members of the Senior Management Team, as appropriate.

#### **5. Music Resources**

- Manage and maintain accurate records and a timetable for Music staff use of Music teaching spaces, including for curriculum, co-curricular ensemble rehearsals, extra-curricular rehearsals, Music events and private lessons.
- Regularly update and maintain myCGGS pages, SS and JS, related to Co-curricular Music programs, Private Tuition and all Music events.
- Manage and maintain an accurate catalogue of all instruments and equipment on Music Monitor database.
- Manage and maintain an accurate inventory library of all music and resources, including stamping and recording of new sheet music, scores and books.
- Coordinate the minor repair and hire of instruments and maintain accurate records of these.
- Occasionally collect / deliver instruments and accessories from repairers / suppliers.
- Coordinating purchase orders and invoices with the Business Office.

#### **6. Private Tuition Program**

- Act as the primary interface for all current and prospective parents, as well as Instrumental Music Tutors, regarding the School's Private Tuition program.
- Collate student applications for private Music, Speech & Drama tuition, including requests for changes and cancellations.
- Confirm all private tuition accounting and billing details with tutors and Directors of Music, prior to submitting parent charges to Business Office.
- Liaise with the Business Office regarding all private tuition accounting and billing details.
- Communicate student reporting timelines to tutors and ensure that tutors are provided with the School's current continuous feedback guidelines in line with the School's current expectations.
- Assist tutors to maintain accurate records of student attendance and tutor hours via digital rolls.
- Assist tutors to locate students for timetabled classes and follow up with absence emails if required.
- Ensure all procedures are completed at the beginning and end of each term and each year, including creating tutor attendance rolls, ensemble rolls, instrument hire/return, etc.

#### **7. Other duties as appropriate to the position**

- There will be occasions where the Music Administrator may be required to complete tasks in addition to those listed above. This may require additional hours to be worked.
- Participate in the School review process annually in order to continuously improve knowledge and practice.
- Attend staff meetings as scheduled each term.
- All other duties and responsibilities as set out in the CGGS Staff Handbook.

## 8. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

## KEY PERSONAL ATTRIBUTES

- Strong musical background and passion for music.
- Loyalty to the School, students and staff, and commitment to the promotion of continuous improvement and a positive and supportive School culture.
- The ability to be discreet and maintain confidentiality, whilst cultivating credibility and honesty.
- The ability to work collaboratively in a team.
- The ability to be self-motivated, to work autonomously and be proactive.
- Positive and flexible attitude.
- Enthusiasm and energy.
- Attention to detail.
- A warm and friendly disposition, with a tactful and diplomatic approach.
- Commitment to achieving best practice.
- High standard of personal presentation.
- Alignment with the School Values.

## KEY SELECTION CRITERIA

### Skills, Knowledge and Experience

*Essential Criteria:*

- Ability to read music and understanding of musical genres and scores.
- Demonstrated experience in a similar role.
- High level communication skills, both written and verbal.
- Exemplary interpersonal skills
- High level problem solving, research / investigation and analytical skills.
- Demonstrated initiative and flexibility.
- Excellent customer service skills.
- Excellent time management skills and ability to multi-task.
- High level computer and systems competencies
- Willingness to learn and embrace new technologies and software efficiently.
- Advanced skills with Microsoft Office Suite (Outlook, Word, Excel and PowerPoint).

*Desirable Criteria:*

- Experience in a school setting will be highly regarded.
- Experience with Music Monitor, TASS, SEQTA, Firefly, Alii and Consent to Go

### Qualifications

*Essential Criteria:*

- First Aid qualification (Level 2) and current CPR qualification
- Anaphylaxis Awareness qualification in line with Ministerial Order No. 706
- Current Working with Children Check

- Current National Criminal History Police Check

*Desirable Criteria:*

- Degree qualification/s of relevance.

**PROFESSIONAL EXPECTATIONS**

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required

**WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?**

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members

*N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*