



Position Description	
Position:	Music Administrator
Campus:	Senior Campus
Faculty/Department:	Music Department (Arts Faculty)
Reports to:	Director of Music
Key Relationships:	Music Staff, students, parents
School Overview: <p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses (ECC-Year 6) in Frankston South and Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p>	
The Woodleigh Staff Member <p>An employee at Woodleigh School:</p> <ul style="list-style-type: none">• Encourages a culture of mutual respect, inquiry, innovation and learning• Supports Teaching staff to place an emphasis on the 5 Elements of the Woodleigh model for Personalised Learning in their professional practice<ul style="list-style-type: none">○ Real world learning○ Assessment for learning○ Life-long learning○ Student agency, coaching and mentoring○ Wellbeing and engagement• Communicates effectively with students and families about student learning and progress• Provides timely feedback and collaborates with others to offer specialised support	
Position Summary: <p>The Music Administrator will provide administrative support for the Director of Music and the Music Department across the three campuses. They will have a broad range of administrative responsibilities relevant to the running of a busy Music Department and be required to communicate effectively with all members of the school community, as well as external stakeholders and members of the general public.</p>	

Key Responsibilities:

- Provide administrative support for the Director of Music and Music staff.
- Assist with the day-to-day running of the of the Music Department, providing support to staff, students, their parents and school management.
- Manage the Music Department records using the software program *Music Monitor*, including maintaining Instrumental Music Lesson details/attendance, ensemble lists/attendance and overall instrument database management.
- Coordinate efficiently and effectively the instrumental and vocal tuition programme. This includes but is not limited to coordinating the enrolments, attendance, charges, gathering data for fortnightly pays, reporting, managing requisition of instruments/accessories/music, instrument hire/repairs, cataloguing, accounts, management of AMEB Exam entries, providing support with reporting procedures, communication with staff, parents and students as required.
- Assist with reliable and accurate document management.
- Support the Music Department to run the major music events of the school.
- Other duties as required by the Director of Music.

Selection Criteria:

Must be able to demonstrate:

Administration and planning skills:

- High level organisational, planning and time management skills
- Well-developed computer skills and high level of competency with Microsoft Office Suite, particularly Outlook, Word and Excel
- High level of accuracy and attention to detail
- High volume data management experience
- Excellent oral and written communication skills
- Able to demonstrate initiative and work to deadlines

Interpersonal Skills:

- Ability to work as part of a team
- Ability to communicate effectively with parents, students and institutions
- Maintain strong relationships with teaching staff and students
- Customer service mentality

Experience, Education and Qualifications:

- Appropriate training and experience as related to database management and the use of the Microsoft Office suite
- An understanding of appropriate behaviours when engaging with children
- Experience with mailing lists and managing communication
- A good understanding of music and musical instruments

Personal Qualities:

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- A positive and courteous manner
- A proactive solution focused approach to coordination and organisation
- The determination to strive for personal best

Desirable:

- Knowledge of the software *Music Monitor*
- Practical experience as a Musician
- Prior experience in a Music Administrator role

Conditions of Employment:

- A Working with Children's Check is required for this position.
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:

Cathy Holt

Date prepared:

4 May 2019

Employee Signature:**Date:**