



POSITION DESCRIPTION

POSITION:	Administration Officer Music School
DEPARTMENT:	Administration Services
CAMPUS:	Corio
DATE PREPARED:	December 2025
REPORTS TO:	Head of Music Cocurricular
DIRECT REPORTS:	Not Applicable
EMPLOYMENT STATUS:	Full time – 12 month contract

WORKING ENVIRONMENT

Geelong Grammar School is one of the world's leading coeducational boarding and day schools offering exceptional education to all of its students, from Early Learning to Year 12. Geelong Grammar School seeks to inspire its students and community to thrive and make a positive difference through its unique and transformational education. Geelong Grammar School has four campuses:

Bostock House (approximately 100 students). Situated in the Geelong suburb of Newtown, this campus caters for day students from Early Learning to Year 4. After Year 4, students from Bostock House proceed to Corio. The Bostock campus has approximately 17 full time and part time teaching and support staff.

Toorak (approximately 320 students) is located in Melbourne. It caters for day students from Early Learning to Year 6. After Year 6, most students proceed to Corio. The Toorak campus has approximately 50 full time and part time teaching and support staff.

Corio (approximately 920 students) offers day, day boarding, weekly boarding and full boarding in Years 5 to 8 (Middle School) and day and full boarding in Years 10 to 12 (Senior School). About 70% of Corio students are full boarders. Approximately 100 staff (nearly all teaching) reside on the campus, with 30 accommodation units being connected to boarding houses, and the remainder consisting mostly of free-standing residences. The campus is like a small community with its own (large) kitchen/dining facilities, a medical centre (9 beds), chapel and maintenance workshops and comprehensive educational infrastructure. The campus also provides high level sport, recreational, training and performance facilities used by the School community. The Handbury Centre for Wellbeing provides a gymnasium, indoor swimming pool, dance studio and multi-purpose playing courts and the recently opened (SPACE) provides "State of the Art" auditoriums, performance theatres, creative education hubs and display spaces that utilise the latest in technology.

Timbertop (approximately 245 students) is a boarding campus for all Year 9 students, located near Mt Buller in Victoria's Alps. All teaching staff live on the campus and students spend the entire year at Timbertop taking part in hiking, recreational and community service activities.

POSITION OBJECTIVE

To be responsible for the administrative and secretarial functions in the Music School including support to the Director of Music and Music School staff.

KEY RESPONSIBILITIES

The Administration Officer | Music School is responsible for the following tasks:

- Act as a point of contact for all visiting Music tutors, students, and their parents, and where necessary, escalate concerns or queries to the appropriate person
- Schedule music lessons using Clipboard (extra-curricular management system)
- First line approver for Corio Campus Music Tutor payroll timesheets
- Process Finance reports and Journal to support the Finance Department
- Create and develop forms and files to enable smooth functionality for Music charges at all campuses
- Set up of payroll dates/rates in conjunction with Director of Music/Finance Manager
- Support the Coordinators of Instrumental Music
- Create and maintain details in HIVE; Music Page adding and monitoring students E-portfolios
- Ordering of musical instruments, books, sheet music and accessories
- Organise AMEB and external assessments – entries, charges, piano tuning, accompaniment, examiners, signage, cab charges
- Respond to day-to-day enquiries from students, parents, and other members of the School community
- Liaise with the Director of Music regarding expenditure of department budget
- Inform Music staff of daily activities or school events that might clash or impact on their teaching e.g. excursions
- Act as a contact person for absence or student location during school hours to HOH
- Organise and schedule Music Practice Supervisors
- Assist in managing events; House Music/Soirees/external performances as direct

For private music tuition:

- Act as a point of contact for all private instrumental teachers, students and their parents. Where necessary, escalate concerns or queries to the appropriate person.
- Liaise with Arts Administration staff at all campuses.
- Inform Music staff of daily activities or school events that might clash or impact on their teaching.
- Inform relevant campus staff of music staff absences.
- Act as a contact person for absence or student location during school hours.

ORGANISATIONAL RELATIONSHIPS:

Internal Liaisons

Director of Music
Administration Services Manager and Administration Services team
Campus Heads of Music
Coordinators of Instrumental
Music Tutors
Campus based Music Administrators
Teaching and operational staff
Students

External liaisons

Parents
Australian Music Examination Board

KEY SELECTION CRITERIA:

- Significant administration experience with outstanding customer service skills
- Digital literacy skills – Microsoft Office 365 suite, cloud services, database skills with ability to learn new systems
- Excellent organisational, priority and time management skills
- Strong interpersonal skills with excellent written communication skills
- The ability to develop rapport and build positive relationships with students, parents and Music Tutors
- Advanced record keeping skills and strong attention to detail
- Ability to display discretion and diplomacy
- A proven ability to demonstrate Courage, Compassion and Curiosity and the application of the Strategic Imperatives

QUALIFICATIONS AND EXPERIENCE:

- Experience in Arts Administration
- High degree of competence using digital systems
- High level interpersonal skills

Desirable

- Experience in Music Administration in a secondary school context
- Relevant tertiary qualifications

COMMITMENT TO POSITIVE, ADVENTURE AND CREATIVE EDUCATION:

Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education.

All staff are required to attend our Discovering Positive Education training course within their first two years of employment at the school. Staff also have the opportunity to participate in ongoing Positive Education training throughout the year.

OUR COMMITMENT TO STUDENT SAFEGUARDING

Geelong Grammar School is committed to the safety of students and has a zero tolerance of child abuse.

WORKING WITH CHILDREN CHECK & NATIONAL POLICE CHECK

All employees of Geelong Grammar School must hold a Victorian Working with Children Check (Employment) prior to appointment, and National Police Check completed within three (3) months prior to appointment.