

## Administrator – Music Department

A vacancy exists for a part time Administrator to join our Music Department, commencing in June 2023 or by negotiation. This is a fixed term position, concluding on 14 December 2023, with the possibility of ongoing in 2024.

The position is for 15 hours per week spread over 5 mornings per week. This position is term time only.

### General Information for Application

Kingswood College is a co-educational Kindergarten to Year 12 College and has been educating young people since 1890. Our bold vision is to be a world class school, where our students' potential soars because we nurture and challenge them to know themselves and achieve their personal best as global citizens.

Kingswood College's model for learning emphasises broad, holistic, student-centred learning for the mind, heart, body and spirit, based on our core values of respect, integrity, compassion and responsibility. Implementation of the LATTICE framework provides a holistic, innovative, collaborative, and engaging structure through which learning programs are reviewed, renewed, or reimagined.

Our Strategic Plan: Towards 2025 can be downloaded [here](#).

Kingswood College is committed to child safety. We have zero tolerance of child abuse, and we implement appropriate recruitment and vetting practices. Applicants will need to provide evidence of VIT registration prior to the commencement of their employment. Reference checks will be completed as part of the employment process. Applicants should become familiar with our child safe practices as described in our Child Safe Policy, as well as the Code of Conduct, which are available on the College [website](#).

Applicants are free to structure applications in any manner they choose, but should ensure that the following are included in **one single pdf**:

- A letter of application.
- A current CV which includes a summary of experience and qualifications and demonstrates capacity and experience.
- The names, contact details, including email address, of three professional referees who can provide information regarding the applicant in relation to the key selection criteria.

Applications close at **noon** on **Thursday 1 June** and full details can be found on the Kingswood College [website](#). Applications are to be emailed to [Principal@kingswoodcollege.vic.edu.au](mailto:Principal@kingswoodcollege.vic.edu.au)

We look forward to receiving your application.

Chrissy Gamble  
Principal  
Kingswood College

## Administrator – Music Department

### Position purpose

The Administrator is responsible for the administration and daily organisation of the Music Department and provides high-level administrative support for the Head of Music. This new position is being introduced to assist the Head of Music and the broader Music team with day-to-day administrative tasks that are associated with the operation of the Music Department, and the presentation of Music events.

### Organisational relationship

The Administrator – Music Department reports to and is supervised by the Head of Music. The position liaises internally with the Music team, Administrators and teaching staff in other sections of the College, and members of the Executive team.

The Administrator – Music Department has a pivotal role in the customer service management of our current and prospective students and parents, alumni, staff and external visitors to the College.

### Principal responsibilities

- Responsible for providing high-level administrative support for the Head of Music and for the Music Department.
- Administer new student enrolments and enrolment variations for private, group and ensemble instrumental tuition.
- Address queries and correspondence regarding the instrumental, ensemble and classroom music programs in a timely fashion.
- Maintain accurate student billing records and liaise with the Accounts Department periodically to facilitate the student billing process.
- Oversee the maintenance of accurate student attendance records and other relevant records to facilitate the preparation of timesheets for the Payroll Officer, liaising with Music team members where necessary to gain accurate and complete data.
- Prepare timesheets for all casual Music staff in the requested format for the Payroll Officer on a monthly basis.
- Liaise with members of the Music team and external contractors, in consultation with the Head of Music, to ensure that all Music events and programs/rehearsals are appropriately staffed and resourced.
- Manage administration around additional pay claims from casual Music staff, arising from occasional events, meetings, and general duties.
- Maintain accurate ensemble lists for ensembles at all times and ensure that attendance records are up-to-date for all ensemble rehearsals.
- Ensure the smooth operation of the Music Monitor software package for Music team members and keep all data up-to-date.
- Manage administration for the purchasing of print, digital and physical resources, approval of expenditure for these resources and liaise with the Accounts Payable Officer to ensure timely payment of all invoices.
- Coordinate student examination enrolments through the AMEB and similar examination bodies, and associated accompanist bookings and student billing.
- Maintain an inventory of instruments and music resources, and manage servicing, repair and replacement of instruments as required, in consultation with the Head of Music.
- Liaise with families regarding instrument repair costs.

- Oversee administration of instrument hire/loan agreements and maintain a register of these agreements.
- Update hire/loan agreement and Instrumental Music Tuition Handbook documents annually.
- Create and maintain a catalogue of all music titles that the College owns.
- Continue working towards the digitisation of all music resources.
- Prepare student lists in appropriate formats for events, excursions, programmes, communications, *etc.*
- Liaise with students, parents and staff regarding events and additional rehearsals.
- Develop graphic design concepts for all College performance events, in consultation with the Head of Music and print suppliers.
- Organise the physical printing of resources for performance and general Music events, both on campus and through third-party printing services, in a timely fashion.
- Assist with general administrative duties, such as photocopying, scanning, distribution of documents, sheet music, preparation of teaching spaces for the Music team.
- Other duties as determined in consultation with the Principal.
- Contribute to a culture which promotes Child Safety, by becoming familiar with, and implementing the policies associated with Child Safety at the College, including:
  - Child Safe Policy
  - Respectful and Safe Schools Policy and Guidelines
  - Student Duty of Care
  - Student Supervision
  - Mandatory Reporting
  - Reportable Conduct

## Selection criteria

### Experience

- Experience in administration, ideally within the music education sector, event management and database management.
- Developing and maintaining strong interpersonal relationships with internal and external stakeholders.
- Demonstrated ability to work productively in a team, as well as exercising initiative to achieve optimal outcomes.

### Required skills

- Initiative
- Strong team orientation: the capacity to lead, follow, support and work collaboratively as a member of a team/s.
- Appropriate discretion when dealing with sensitive or confidential information.
- Ability to set priorities and manage multiple tasks.
- Ability to complete tasks and projects in an accurate and timely manner.
- High level communication and interpersonal skills.
- Excellent planning, organisational and event management skills.
- High level verbal and written communication skills.
- Competence and confidence in the use of ICT including thorough working knowledge of Microsoft Office suite including Word, Excel and PowerPoint.
- Strong and accurate attention to detail and thoroughness in following systems and processes.

- Ability to engage with a wide range of ages, and to put people at ease.
- Flexibility and openness.
- Willingness to learn and develop skills.
- Supports the development and implementation of new ideas and processes.

### Desirable skills

- Demonstrated/proven experience in graphic design using Adobe software packages.
- Knowledge of Music Monitor, Synergetic.
- Have current First Aid training – Level 1 & 2, Anaphylaxis, CPR.

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Kingswood College is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) committed to supporting the mission of the IB.

*Kingswood College reserves the right to modify position descriptions as required. Staff will be consulted in any such process.*