



CAMBERWELL

GRAMMAR SCHOOL

POSITION DESCRIPTION

MUSIC SCHOOL ADMINISTRATION MANAGER

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Position:	Music School Administration Manager
Reports to:	Director of Music
Type of position:	Permanent – Full Time
Date prepared:	February 2020

SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

CGS VALUES

Learning, Respect, Integrity, Courage, Optimism

POSITION OVERVIEW

Working closely with the Director of Music, the Music School Administration Assistant and the Music department the Music School Administration Manager is responsible for ensuring that administrative processes are in place and maintained for the effective and efficient running of the Music School so that our talented Music staff can focus on providing the best service possible to our students.

Key Responsibilities

- Provide administrative support, direction and take a “hands on” approach to ensure the day-to-day operations of the Music School
- Music Office Administration to ensure that key processes such as billing, payroll and timetables are completed in a timely and efficient manner
- Administer Start-of-Year processes
 - Ensembles / lessons created into Music Monitor for teachers
 - Communication to staff e.g. Music calendar, instrumental students, ensembles.
 - Prepare lists of students for teachers and Director of Music
 - Assist with the promotion of the benefits of instrumental music to parents for their child / children taking on a musical instrument and continuing on with lessons throughout their schooling. Escalate to Director of Music as and when appropriate
 - Re-allocation of choir and ensemble groups, creation of new choir and ensemble rolls for each group
- Music Timetables
 - Prepare and update weekly music and theory timetables for Senior, Middle and Junior School ensuring lessons fit with School and staff commitments
 - Ensure that staff have all information required to undertake their teaching and timetable requests - excursions, tests, etc.
- Administration of Music Scholarships:
 - Administer applications
 - Prepare shortlisting packs for Director of Music and Heads of Departments
 - Administer correspondence with candidates and their parents
 - Create, communicate and manage audition schedule using the Trybooking system
 - On audition day(s) oversee auditions (meet parents, room set up)
 - Complete mail merge letters for candidates at various stages in the scholarship process in liaison with the Admissions Office
- Generate payroll reporting, time sheet approval
- Organising staff group bookings for Musicals and Concerts
- Instrumental Trial Programs:
 - Create and manage a timeline for trial programs at Years 3, 4, 5 and 7 to ensure maximum uptake of instrumental lessons
 - Oversee and participate in stock takes and coordinate the process and timeline
 - Co-ordination of timetables and staff
 - Manage payroll and billing in relation to the trial program with support from the Music Administration Assistant

- Ad hoc administration for Junior Music School (Trial Program Work) when available
- Liaise with relevant stakeholders to ensure all outcomes are delivered as per the timeline
- Oversee Music record keeping – maintain and update records on Music Monitor
- Manage End of Term student billing. Ensure all staff have updated their student records with miscellaneous items. Review final billing and generate spreadsheet to send to Accounts. Email Details of Account to parents.
- Ongoing maintenance and upkeep of the Music Library - cataloguing
- Review weekly roll marking to ensure accurate entry by staff
- Oversee Schoology communication as outlined below with the support of the Music Administration Assistant:
 - Creation and ongoing maintenance of ensembles, rolls on Schoology and Music Monitor
 - Lesson changes
 - Rehearsals
 - Absenteeism
 - Posting updates
 - Promoting use of Schoology to teachers, parents and students
- Support the Director of Music with their calendar
- Co-ordinate and place Music orders
- Receipt invoiced purchases upon arrival and distribute / liaise with Accounts for payment
- Coordinate, schedule and track progress of specialised work projects or departmental tasks
- Liaise with different departments regarding service requests
- Coordinate and follow up Instrumental reports deadline and escalate to the Director of Music when required
- Be present and assist with Music Events and Concerts each year as agreed with team
- Organise Catering for Music Staff functions
- Ongoing review and implementation of improved administration processes
- Oversee and manage the Music School Administration Assistant e.g. provide direction, delegate work, coaching etc.

Other Duties

- Perform various other duties as required

KEY RELATIONSHIPS & AUTHORITY

Internal

- Director of Music
- Music Department
- Music & Drama Productions Coordinator
- Music Administration Assistant
- Teachers
- Students

External

- Parents
- Instrument Suppliers
- Catering
- Couriers
- AMEB

Direct Reports

- Music School Administration Assistant

Expenditure Authority

- Authority to incur School expenditure in line with approved authority limits

POSITION REQUIREMENTS

Knowledge & Skills

- Previous experience in a similar Administration Management role **(essential)**
- School and Music administration experience **(highly desirable)**
- Previous experience with Music Monitor **(highly desirable)**
- Previous experience managing staff **(highly desirable)**
- Previous experience processing invoices, payments, payroll and timetables
- Previous experience driving innovation and improving administration processes
- Ability to communicate effectively and professionally with a range of staff, students and parents **(essential)**
- Exceptional attention to detail
- Excellent time management and organisational skills with the ability to multi-task
- An ability to work with students in a professional, supportive, safe and caring manner
- Ability to work under pressure
- Excellent interpersonal skills
- Advanced computer skills: Microsoft Office - Outlook, Excel, Word and experience using databases

Qualifications

- Relevant qualification in Music **(considered an advantage)**
- Relevant qualification in Business/Administration **(desirable)**
- Working with Children Check
- Police Check

Competencies, Behaviours & Attributes

- Demonstrate a high degree of initiative
- A skilled multi-tasker with a strong ability to work in a fast paced and highly demanding environment
- Be a positive ambassador of the Music departments in all correspondence with students, parents, teachers and members of the wider community on a range of issues involving instrumental learning, performances, timetabling of lessons and co-curricular activities, subject choice, reporting, change of teacher or instrument, scholarships, bursaries and awards
- Positive approach and proactive attitude
- Professional presentation, reliable and punctual
- Attention to detail
- Ability to work autonomously when required
- A discreet and professional approach, particularly in relation to handling confidential information
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively demonstrate CGS's workplace values

Child Safe Standards

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

Declaration

I, _____(full name) acknowledge that I have read and understand the **Music School Administration Manager** POSITION DESCRIPTION

Employee Name (print): _____

Employee Signature: _____ Date: _____

This Position Description is approved by:

Manager Name (print): _____

Manager Signature: _____ Date: _____

HR Manager Name (print): _____

HR Manager Signature: _____ Date: _____