Hours of work
Term Time 26.25 hours per week, 45-minute lunch break and annual leave included in term breaks, Monday to Friday 8.00am to 2.00pm.

Ideally the Administrator would have a thorough awareness of all that is going on in the department and would effectively communicate between music reception, parents, music students, music staff, other staff and people from outside the College. This includes active communication with the Performing Arts administrator.

Roles included, but are not limited to:
Sessional/Private Music Lessons

- Accurate allocation of private students (following consultation with Directors of Music)
- Coordination of sessional staff timetables for student lessons, including:
  - Managing attendance rolls indicating the number of lessons attended - 32 lessons required each year
  - Preparing documents and information for music staff meeting at the beginning of each year
- Administration of sessional music staff salaries
- Receiving and checking daily time sheets, prepared by peripatetic staff, for monthly submission to Finance
- Administration of lesson accounts to parents
- AMEB examination administration, including:
  - Exam entries for AMEB for private music students
  - Enter students in a block allowing them to be put together
  - Where possible assist students to be able to sit exams at school
  - Prepare studio at the College for some exams
  - Provide refreshments/lunch for examiner(s)
- Effective use of Synergetic to maintain private lesson information, including data entry and management of software for private music student lessons in Music Monitor to:
  - facilitate a list of students for individual teachers;
  - enable flow of fees information to accounts;
  - facilitate charges for Hire instrument;
  - work in conjunction with IT staff to develop software links into Synergetic and maintain musicstudent details to assist other staff
- Administration of sessional staff reporting process
- Respond to parent/teacher/student issues in a timely manner, keeping the Directors of Music informed of the process and outcomes
- Purchase orders
Music Administrator

Music maintenance
• Music library cataloguing and maintenance
• Creation and maintenance of equipment register, including:
  ○ cataloguing new music, instruments and engraving of equipment entered on database for security purposes, as well as maintaining records of stock and purchase dates
  ○ ordering of music, instruments and equipment on self-service tree, including instrument repairs
  ○ contacting suppliers for quotes on large item purchases
• Control of faculty resources such as reeds, leads, batteries etc.

Events
• House Music competition administration assistance, including:
  ○ managing copy right and purchase of music
  ○ liaising with Marketing on the preparation of the program
  ○ organising trophies
  ○ assisting and liaising with adjudicators before and on the night of house music
  ○ purchasing gifts, flowers etc.
• Administration of Music Staff Recital, including tickets and catering
• Preparation of the College as a venue for VCE music exams in October each year

Other Tasks
• Answering the phone, especially in relation to the task listed above, and for the Directors of Music

General Responsibilities
All staff are to be supportive of the St Leonard’s College Mission Statement and to enhance the school’s reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children check before their position will be confirmed.

The College
• is an equal opportunity employer
• complies with requirements of the Privacy Act
• has a strong commitment to OH&S
• will not tolerate harassment of any kind
• has a no smoking policy
• expects a professional standard of dress
• encourages a collegiate and team-centred environment