



IVANHOE
GRAMMAR SCHOOL
courageous and kind

Music Secretary

Plenty Campus

Part-time/Fixed Term

Position Description

Position:	Music Secretary - Plenty Campus
Responsible to:	Business Manager
Reports to:	Administration Manager
Location:	The Plenty Campus
Days of Work:	Monday, Tuesday & Friday
Hours of Work:	8.00am – 4.30pm (1 hour lunch)
Annual Leave:	School Holidays (subject to the requirement for Call Back Days – maximum of 6 days per year)
Start Date	As soon as possible
End Date	Tuesday 11 December 2018

Key Responsibilities:

- Secretarial and Administration support in all aspects of maintaining the smooth running of the Music Department
- Assist the Head of Music & Music teaching staff
- Assist the Peripatetic Music staff
- Plenty Campus Newsletter Editor

Other responsibilities:

- General communication with the School community via Ivanhoe Connect
- Follow through on all enquiries from Music staff, parents and students
- Maintain all aspects of administration of students who undertake private music tuition, ensembles and performances
- Assist with administration of the Year 7 Instrumental Classroom Program
- Maintain information relative to charging students School fee accounts for private tuition and Book Room costs
- Update and maintain information on Synergetic relative to the Music Department
- Update the School Calendar and keep Peripatetic Music staff informed of all School events/excursions/etc that may affect private music lessons

- Manage all Music performance events including correspondence, ticketing, booking venues, advertising, and attending functions as necessary
- Manage cross campus performances in conjunction with the Music Secretary at The Ridgeway Campus
- Administration for students undertaking AMEB exams
- Keep accurate records of Peripatetic Music staff hours. Responsible for finalising and forwarding staff hours to Payroll to ensure all staff paid on a timesheet basis are paid correctly and in a timely manner.
- Attend Administration meetings
- Attend weekly Calendar meetings
- Maintain Music department library database
- Record and maintain Instrument database
- Source and order all items required by the Music Department and private music students
- Organise and support Itinerant Music staff with report writing
- Maintain all filing as required
- Meet time frames at all times, particularly in relation to events where there is little flexibility
- Update Music staff regularly so they are aware of any events or activities that may affect their teaching timetable

Attributes:

- Awareness, understanding and sensitivity of other cultures
- Supports diversity and inclusion and champions inclusivity
- An outgoing, confident, affable and positive personality
- A proactive person with integrity, energy and drive
- Capable of showing initiative, including the ability to think ahead and work flexibly without constant direction
- Be a creative problem-solver with an eye for detail
- An ability to work flexibly and to tight deadlines
- Well-groomed and professional appearance
- An efficient operator who is a team player and works well under pressure

Qualifications and Skills required:

- High level of literacy in word, excel and powerpoint
- Excellent communication skills
- Ability to maintain confidentiality
- Ability to work well as a member of a team and to be willing to assist where and when necessary
- A good understanding of the Schools' requirements are in all areas
- Ability to build good relationships with external stakeholders:
 - Music supply companies
 - Venue management
 - Equipment/instrument –Hire and repairs, etc

Working with Children Check:

Employment is subject to the provision of a current Employee Working with Children Check.

This position description is an overview of the duties and responsibilities of this role and does not represent the entirety of this position. Ivanhoe Grammar School reserves the right to vary this position description to meet the changing needs of the School.

Ivanhoe Grammar School is a Child Safe organisation. All staff are required to adhere to the School's Student Wellbeing Policies and Staff Code of Conduct. Where a staff member breaches these policies or Code, the School will take appropriate disciplinary action.