



Music Program Administrator

Part-time (term-time) 4 days per week – commencing Term 1, 2025

The Southport School's Preparatory School provides an outstanding education for boys. The Preparatory (Prep) School is very proud of its dedicated team of teachers who understand the special ways in which boys learn and who carefully nurture authentic relationships based upon mutual respect and genuine care. These relationships are the key to the Preparatory School's success as boys and teachers work together in setting and achieving Academic, Sporting and Cultural goals.

Commencing from the start of term one, January 2025, the Preparatory School is seeking a part-time Music Administration Officer who will work alongside and in support of the Preparatory School music program. This role will be assisting with the day to day operations and administration associated with the department, supporting teachers and music tutors, as well as playing a very active role in the music events program across the year.

Candidates should have strong administration skills, and be proficient in the use of the Microsoft suite of programs (outlook, excel, PowerPoint) etc. The department currently uses Music Monitor as an administrative tool with familiarity with this program an advantage but not essential. Experience operating in a school setting is highly beneficial though not essential.

It is anticipated that this role will operate four days per week from 8.15am to 4.15pm daily – actual days of work to be confirmed with the successful candidate and subject to operational requirements associated with the role.

As a prospective member of the TSS team, you will be willing to support the Code of Conduct and the stated values and Christian Ethos of the School and must hold or be eligible a working with children BlueCard. All applicants will be checked against the Anglican Schools Commission professional standards register and will be required to provide a recent criminal history check certificate.

Our staff are committed to a holistic involvement in school life, which includes a commitment to engaging in academic, pastoral, cultural, sporting and disciplines. Candidates should include in their application areas in which they are currently contributing to the co-curricular or extra-curricular life of their school or their community.

To apply, please submit your CV and cover letter [online](#) by **Tuesday 5 November 2024 at 8.00am**

Enquiries about the role can be directed to the People and Culture Manager via email HR@tss.qld.edu.au