

Position Description

Title: Preparatory School Music Administrator

Preparatory School Campus



This Position Reports to: Director of Music

Department: Music

Date: October 2024

## **PREAMBLE**

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

## **OUR TSS VALUES**

### **We are a TEAM**

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

### **We are a community of SCHOLARS**

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

### **We are here to SERVE**

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

## **KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:**

### **Selection Criteria**

- Demonstrated capacity to manage competing priorities and workloads effectively.
- Demonstrated understanding and experience in MS Office suite with high level administrative skills.
- Demonstrated commitment to nurturing positive relationships between students, teachers and stakeholders.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community.

### **Qualifications and Experience**

- Experience:

Administrative experience, ideally within a school setting and/or music area

Must hold valid Blue Card.

### **Additional requirements:**

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The position of The Southport Preparatory School Music Administrator is responsible for providing multi-faceted administrative support and assistance to support the work of the Southport Preparatory School's busy Music department with the position acting under the direction of the Director of Music and from time to time, the Head of Prep. The nature of this work will require a high degree of flexibility, time management and prioritizing skills.

The Administration Officer must possess demonstrable, proficient computer competence, utilizing MS Office Suite and should be or able to become conversant with the school's database program TASS as well as Music Monitor.

### **Key role responsibilities**

- Working collaboratively and in support of the Director of Music at The Southport Preparatory School to meet the diverse and varied needs of the Prep School Music program.

- Issuing all school notices through the Prepbook and the app on the appropriate day. (All notices are to have been approved by the Deputy Headmaster - Head of The Southport Preparatory School or the Director of Music as the Deputy Headmaster's delegate, before distribution.)
- Managing and distributing calls, taking and distributing messages in relation to the Music Department - attending to all music related general enquiries from parents, students and teachers including but not limited to:
  - Facilitating the daily internal & external email exchanges with parents and teaching staff in the management of new and scheduled sporting and music events.
  - Managing term specific and annual events i.e. Eisteddfod, music workshops, soiree's and concerts, transportation (ordering/securing buses) as and when required, and associated follow up administrative functions – permission slips, payments, medical clearance forms, etc.
- Provide supervisory support and assistance to the Director of Music at music concerts and related events – this may include attending after-hours events. Coordinating with parent supporters to prepare raffles, bar, food and all concert requirements
- Provide assistance to the Director of Music in the development of their budgets and regular review of the music budgets to ensure the department works within their means.
- Co-ordination of The Southport Preparatory School ground bookings for external operators or groups.
- Ensuring recording of and compliance with BlueCard requirements for Prep School music tutors, guests and visitors if required – this may also include organizing and recording of personal and professional indemnity and liability insurance requirements.
- Dispatching invoices and accounts to the School Accounts Office.
- Typing correspondence as required as it relates to the Music programs of the school and maintaining a current filing system for the Music department.
- Attendance at all 'whole School' functions as appropriate and as scheduled.
- Ensuring paper and adequate office related stocks are available for the music department.
- In-school event management and administration including but not limited to all end of year music awards and presentations, inter-school visits.
- Preparing and lodging maintenance and facility requests as required.
- Updating notice boards both within and without the administration building; this includes printing and photo collage for display.
- Compile the Risk Management Forms for Music Excursions and Workshops.
- Each week ensure all ensemble rolls are up to date and parents notified of absence.
- Working out who is eligible for pockets at the end of each term and preparing these pockets for presentation.
- Instrument inventory – ensuring all data is up to date and collating and recording loan agreements forms and follow up and work with the library staff for instrument return and allocation.
- Collating instrumental examination results and collating instrumental reporting data ready to be uploaded onto the school reporting system.
- Work with music staff to have updated timetables each term and updated photos.
- Prepare the co-curricular handbook in consultation with the Director of Music.
- Work with the staff involved in the Year 2 Strings and Year 4 IP Program to ensure all administration for this area is up to date. Put notices on Prepbook each week for these areas in consultation with the coordinators of the area.

- Work with the Director of Music and staff to organize both internal and external music workshops. This would include bookings, food, buses, venues etc.
- Support the Director of Music in administration of Music Tours.
- Any other duties as requested or delegated.

## **GENERAL DUTIES AND RESPONSIBILITIES**

### Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.