



## *Presbyterian Ladies' College*

MELBOURNE

### Position Description

<b>Position:</b>	<b>Music School Administrator</b>
<b>Position Status:</b>	Ongoing, part-time (0.6 FTE)
<b>Classification:</b>	In accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
<b>Annual Leave:</b>	School holiday conditions apply.
<b>Reports to:</b>	Director of Music. All positions in the College ultimately report to the Principal.

### Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

### Position Overview

The Music School Administrator reports to the Director of Music and works with other members of the Music Staff to ensure the smooth day-to-day running of a busy and dynamic office. The role involves ICT, clerical, event management and organisational skills, as well as a high level of interpersonal skills for communicating with parents, staff and students of the College.

### Key Responsibilities:

Examples of duties include but are not limited to:

### Administration

- ensuring that the Music School runs efficiently

- working in close association with the Personal Assistant to the Director of Music and the Director of Music
- being the first point of contact for students, parents and staff
- preparing correspondence, set meetings and appointments for the Director of Music
- allocating studios to members of staff
- liaising with the Payroll Officer regarding casual staff
- liaising with parents and staff for the smooth dissemination of information
- preparing the necessary forms for students sitting examinations
- administering examinations, scholarships and external parties making use of the Music School
- ensuring that music staff have all information required to undertake their teaching – school excursion/incursion details, other school activities that affect the Music School, making sure students are aware of staff availability
- ensuring that reports adhere to the strict formatting guidelines and are completed in a timely manner
- assisting in the proof reading of all instrumental reports
- being aware of emergency procedures and evacuation of the Performing Arts Centre
- liaising with the Director of Music with regard to the welfare of music staff, ensuring that pastoral care is available, oversee gifts
- ensuring that the staff room is well-equipped and maintained
- assisting in the preparation of printed programs for the various concerts and events
- keeping accurate records of students, staff, ensembles and events undertaken by the Music School
- supervising all AMEB theory exams and practical exams as required
- ensuring that the school database has accurate daily records of music students' attendances and absences
- liaising with FMS and OCA for events, both at the College and off campus
- ensuring that all information about Music on the PLC website and Intranet is up to date and accurate
- ensuring that the Music staff handbook is up to date and accurate
- maintaining the music page in the PLC Weekly News (fortnightly)
- assisting new instrumental music staff in the induction process

### **Organisation**

- managing their own workflow, as well as that of the Director of Music, in an efficient and effective manner
- complying with all relevant legislation, policies and procedures which may be amended from time to time
- actively contributing to a broad range of school activities and have flexibility to attend after-hours commitments when required
- attending staff meetings and staff professional development days as directed
- ensuring the confidentiality and privacy of members of the College community is respected
- undertaking all rostered duties

### **Other Duties**

- As directed by the Director of Music

### **Knowledge, Skills and Experience:**

- excellent communication skills both written and verbal, including minute-taking experience
- strong interpersonal and relationship building skills and a customer service focus
- excellent time management skills with an ability to prioritise tasks and meet deadlines
- high level attention to detail, ensuring accuracy of information in documentation
- superior organisation and planning skills
- demonstrated initiative and strong problem-solving skills with an ability to improve processes and practices
- high level computer skills with MS Office; experience with Synergetic database an advantage
- good research skills
- previous experience in a similar role involving exercise of discretion, tact and judgement
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

### **Key Attributes:**

- warm, welcoming and positive manner, able to empathise with members of the College community
- high degree of confidentiality
- ability to work independently and collaboratively as required
- ability to cope with constant interruptions
- calm under pressure
- ability to identify areas in operating systems that require change
- genuine interest in supporting the Deputy Principal to achieve the mission, values and goals of the College
- a commitment to ongoing professional learning and growth in skills
- exceptional communication skills displaying sensitivity and discretion
- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- meticulous attention to detail and desire for accuracy
- commitment to the continual upgrade of personal skills and qualifications

### **Qualifications / Registrations / Certifications:**

- Relevant qualifications and / or experience in a similar role
- Current Working with Children Check (Employee) essential
- A background in music would be advantageous

### **Key Relationships:**

- Director of Music
- Personal Assistant to the Director of Music
- Music staff

## Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

### We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

### We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

### All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

## Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

### Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

### **In attending to Child Safety all staff must:**

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

### **Health, Safety and Wellbeing Commitment**

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

### **In attending to Health, Safety and Wellbeing all staff must:**

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

### **Policy and Compliance Commitment**

#### **Staff Obligation to Privacy**

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

**In attending to policy and compliance all staff must:**

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

**All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.**

**Mrs Cheryl Penberthy**

Principal

**21 October 2021**

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.*