



Job Title:	Administration Support Officer (Music Tuition Program) (Cross Campus) Part time – 22.5 hours/week, 40 weeks/year
Reports To:	Director of Music (Duncraig), Head of Campus (Duncraig), Peripatetic Coordinator (Carramar), Head of Campus (Carramar)
Direct Reports:	Nil
Section of School:	Secondary
Liases with:	Whole School Community

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>The Administration Support Officer will work within the administration team and will provide effective and efficient administration support to facilitate the coordination of the Music Tuition Program.</p> <p>The Administration Support Officer will provide assistance and support to the Director of Music to facilitate the coordination of the Music Tuition Program.</p>
Role requirements:	<ul style="list-style-type: none"> • Provides administration support for the Music Tuition Program, such as preparation of emails, photocopying, filing, cataloguing, approving timesheets, and other organisational and administrative tasks, as required. • In conjunction with both the Director of Music and Peripatetic Coordinators, maintain and manage records of all Music Tutors including number of tutor absences, tutor student numbers, student enrolments, student withdrawals and student waitlists • Approve Music Tutor timesheets in Synweb for Groups and Ensembles and monitor/approve Paperly entries into Synweb for individual lessons. • Acts as a point of contact for tutors, parents and students • Maintain records of Music Tutor movements during the day for emergency procedures. • Liaise with Accounts Department re any enrolment / withdrawal during the year. • Liaise with both the Director of Music and Peripatetic Coordinator re any tutor or parent queries. • Advises tutors on the School's protocols and standards of written and oral communication. • Coordinates parent clerical support for various tasks. • Other duties as directed.



	<ul style="list-style-type: none"> • Maintain and manage the Instrument inventory hire lists, labelling and servicing. • Maintain and Manage Music Department cataloguing. • Support and assist Music Department by providing information on forthcoming events and ensuring music lessons and teaching rooms are allocated efficiently. • Maintain Music Admin email in-boxes across both campuses. •
--	---

<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Timely, efficient and effective support to Music Tuition Program in accordance with priorities and agreed outcomes. • Demonstrated adherence to confidentiality. • Evidence in contributing to and supporting the Music Tuition Program to achieve its goals. • Other KPI's will be agreed with your manager through the induction process and ongoing professional conversations. • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training • Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.
---	---

<p>Selection Criteria:</p>	<ul style="list-style-type: none"> • Sound secretarial / administration experience. • Strong computer literacy, including Microsoft Office suite. • Hold a Working With Children Card and a National Police Clearance. • Have a professional personal presentation. • Ability to work in a fast-paced environment, meeting deadlines while maintaining a high level of professionalism. • Excellent communication and organisational skills, the capacity to successfully manage competing priorities and maintain attention in detail. • Excellent telephone manner. • Ability to handle complaints, crises and conflicts. • Ability to work with a caring manner towards the students and staff. • Ability to work cooperatively and collaboratively as a member of a team. • Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks. • Possession of a current Senior First Aid Certificate or the willingness to obtain one • Willingness to positively and actively contribute to the Christian culture of the School
-----------------------------------	--

I understand and accept the responsibilities as outlined in this Job Description.

Signed: [acceptance_status] Date: [acceptance_date]

This document was approved by HOC – March 2023



The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
2	Oct 2021	Oct 2023	Steph Snyman	Update	HOC / HOLA
1	2017	July 2019	People and Culture	New	HoS, DoMusic