POSITION DESCRIPTION

**TITLE:** Administrative Assistant – Music and Performing Arts

**REPORTS TO:** Principal through the Deputy Principal and Business Manager

Coordinator of Music and Performing Arts

**COMMENCEMENT:** 2021

**40 Weeks per year**

**P**art Time load 0.6 FTE

**POSITION OVERVIEW:**

**Liaises with:**

1. Deputy Principal

2. Music, Drama and Dance Teachers

3. Music Tutors

4. Music accompanists

5. WHS Coordinator

6. Campus Facilities Manager

**Conditions of Employment**  
Terms and conditions of employment are according to the AIS MEA Agreement. This is a Level 2 Clerical Officer role.

**Hours of Duty**

7.30 to 3.30pm (although some flexibility may be required if ensembles are scheduled after school). Some after hours work may be required at school events for which time in lieu will be provided.

The Administrative Assistant Performing Arts is a permanent term-time only position, plus two weeks annually of non-term time, 40 weeks per year in total. Staff Professional Development Days are counted as term-time and these will be used either in Professional Development or in preparation, which will be directed by the Coordinator of Music and Performing Arts.

**PHILOSOPHY:**

The care of and interest in the individual student is one of the most important aspect that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, pupils, staff and members of the public your approach needs to reflect the high standard and reputation of the Schools and your actions need to be in accordance with relevant laws.

**Essential Criteria**

**The Role**  
The role of the Administrative Assistant Music and Performing Arts at Pittwater House is to provide administrative support to the Coordinator of Music and Performing Arts, and the Coordinator of Dance and Drama. The Administrative Assistant Performing Arts will support the faculties to ensure all facets of the Performing Arts program operate efficiently. The role will work with the Senior School Assistant.

**The Senior School Assistant – Performing Arts is responsible for the following:**

* General administrative duties as assigned by the Coordinator of Music and Performing Arts and/or the Senior School Assistant – Performing Arts
* Provide general administrative assistance to the Music and Performing Arts faculty
* Disseminate the lesson record forms to external music tutors and collect, confirm and collate the completed forms
* Ensure the external music tutors and students are informed regarding rooming allocations, lesson times. Manage unexpected changes to these allocations or appointments when directed or when the Senior School Assistant is absent.
* Assist the Senior School Assistant with organisation and documentation of any excursions, incursions or special tours
* Maintain attendance rolls for ensembles
* Assist with communicating with parents regarding enrolments, cancellations, absences, students’ progress, excursion, permission notes, documentation etc
* Assist the Senior School Assistant with communications to parents via Skoolbag
* Carry out reception and secretarial duties in the Performing Arts department
* Maintain records of Performing Arts supplies and equipment
* Data processing using “Edumate” system
* Other duties as assigned by the Principal or their delegate.

**The successful applicant will have:**

* Good administrative skills and experience in Microsoft Office applications and including Word, Excel and Outlook..
* The aptitude and demonstrated ability to work as a cooperative and collegial member of a team
* The ability to be flexible and adapt to changing demands in a busy and varied Performing Arts environment.
* The ability to attend events, rehearsals and performances outside of normal school hours in order to provide administrative and organisational assistance to those events
* Good interpersonal, written and verbal communication skills and the ability to coordinate with other stakeholders to achieve successful outcomes.
* Demonstrated attention to detail and accuracy.
* The ability to prioritise competing work demands, process large volumes of work and to work to deadlines
* Experience in working in a school or performing arts environment would be well regarded
* Hold a current NSW Working with Children Check (or be eligible to apply for one).

**Application Process**  
Applications should include a covering letter addressing the responsibilities of this role, as well as a current resume including the name and contact details of three (3) professional referees.

**Performance:**

There will be a review of the role where the incumbent meets with their manager