POSITION DESCRIPTION

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

**REPORTS TO:** Coordinator of Music & Performing Arts and Coordinator of Dance & Drama via the Senior School Assistant, and the Business Manager via the Curriculum Coordinator

**COMMENCEMENT:** 2021

**POSITION OVERVIEW:**

**Liaises with:**

1. Deputy Principal

2. Business Manager

3. Curriculum Coordinator

4. Teachers

5. Music Tutors

6. Music accompanists

7. Parents and Guardians

**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 or 8 – 4 pm (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 role is a permanent position.

**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.

**The Role**  
The role of the Administrative Assistant – Curriculum and Performing Arts at Pittwater House is two-fold. Approximately three days per week will be spent providing support and assistance to the Curriculum office. Approximately two days a week will be spent providing administrative support to the Coordinator of Music and Performing Arts and the Coordinator of Dance and Drama.

Within the Curriculum office, duties from this statement will be allocated by the Curriculum Coordinator to the team as required. It is the expectation that all members of the Curriculum team will act as back up support for other roles within the Curriculum team where required.

Within the Performing Arts, the Administrative Assistant will support the faculties to ensure all facets of the Performing Arts program operate efficiently. The role will work closely with the Senior School Assistant.

**Administrative Assistant – Curriculum**

* Be the principal back up for the *Reception* position including acting as the principal receptionist on Mondays and days where the regular receptionist is absent.
* Ensure the school management system calendar is updated in accordance with the Deputy Principal and the Curriculum Coordinator.
* Undertake the Administration tasks associated with school activities that can include excursions, camps, co-curricular activities including publishing forms on the School’s communication application, collating the forms when returned. The role should proactively insure that the Administration tasks for published activities are commenced in a timely manner by coordinating with the activity owner.
* Assist with the preparation, production and dissemination of student reports
* Undertake simple data entry, extraction and formatting tasks using the various student record systems.
* Assist with timely and accurate communication with parents by undertaking mail outs, bulk emails and uploading alerts to the School’s communication application and other bulk communication tools.
* Provide administrative assistance to support the Curriculum Office’s role as a conduit of school related communication.
* Participate in providing a prompt and efficient contact service for enquiries from parents, students and other agencies.
* Participate in ad hoc Administration tasks required in the general running of the school
* Assist with the filing and archiving of paper based student records.
* Under direction from the Curriculum Coordinator, provide defined administrative support to the Principal, the Deputy Principal, the Business Manager, and Heads of Schools
* Assist the *Curriculum Administration – Attendance* role with attendance related queries and record keeping. This role may also provide back up for Attendance where necessary.
* Provide support to the *Curriculum Administration – In House Design Service* position where required.

**Administrative Assistant –Performing Arts**

* General administrative duties as assigned by the Coordinator of Music and Performing Arts, the Coordinator of Dance and Drama and/or the Senior School Assistant
* 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 the School’s communication application.
* Carry out reception and secretarial duties in the Performing Arts department
* Maintain records of Performing Arts supplies and equipment
* Data processing using the School’s management 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
* High degree of customer service skills when dealing with parents, teachers, co-ordinators, Heads of Schools and music tutors including dealing sensitively with difficult situations
* 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 environment
* Ability to maintain systems and procedures and maintain task priorities to meet deadlines and commitments
* 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
* Honesty, integrity and confidentiality
* Energy, drive and demonstrated diligence
* A demonstrated proactive approach to work
* A high level of initiative and the ability to work without direct supervision
* Excellent organisational and time management skills
* 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).

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

**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:**

This role will be further developed to utilise the individual strengths and initiatives of the incumbent. There will be a review of the role on an annual basis.