MELBOURNE GIRLS GRAMMAR
AN ANGLICAN SCHOOL

POSITION DESCRIPTION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

JOB TITLE	**Music Department Administrator**
HOURS OF WORK	Full time, 8.00am - 4.00pm Flexibility with working hours is required from time to time to meet the needs of the position during peak times.
SCHOOL	**Melbourne Girls Grammar** Senior School (Merton Hall Campus) 86 Anderson Street, South Yarra, 3141 Junior School (Morris Hall Campus) 100 Caroline Street, South Yarra, 3141 Early Learning Centre 63 Clowes Street, South Yarra, 3141
FACULTY/DEPT	Music Department
REMUNERATION CLASSIFICATION	Melbourne Girls Grammar School Enterprise Agreement 2026
REPORTS TO	Director of Music and ultimately the Principal.
POSITION OBJECTIVE	This position works closely with the Director of Music and Music department staff to ensure all planning, administration and events support are completed in a timely manner and in line with department processes. This position provides high-level administrative and faculty planning support and is integral to the effective operation of the Music Program at MGGS.
KEY ACCOUNTABILITIES	**KEY TASKS**
Administrative Assistance and Faculty Planning	• Plan, document and co-ordinate activities of the Music Department including planning and communication in conjunction with the Director of Music. • Process instrumental enrolments, withdrawals and music examination entries, organise room allocation and lesson timetables, keep attendance records, and follow up student absences. • Order and distribute sheet music and music accessories, and maintain stock.

	• Maintain all music department related forms. • Supervise itinerant music tutors as required. • Support the recruitment process of new Music Staff as required including passing on the details of potential staff and supporting new staff with faculty-based orientation and support. • Prepare and manage the communication of reporting timelines for staff in the Music Department monitoring to ensure timelines are met. • Print reports for proofing by the Director of Music and make any edits to reports via the Synergetic database. • In addition, it will be necessary to organise the writing and distribution of instrumental music reports and to instruct peripatetic staff in report writing. • Process all student music charges and Music Department accounts. • In conjunction with the Director of Music draft and prepare correspondence, notices, concert programs, information booklets and any other material for the Music Program. • As required, arrange meetings on behalf of the Director of Music and senior staff and take meeting minutes where appropriate. • Order, catalogue and maintain a Music Library of music, class sets and digital resources. • Maintain the instrument bank, arrange instrument hire for students, and keep accurate records of instrument loans, returns and repairs. • Ensure all Music Department activities adhere to established policies, procedures and standard operating practices. • Order and maintain stationery within the Music Department. • Use the Music Monitor software program as required and attend professional learning sessions offered by Compass. • Keep up to date ensemble rolls, contact lists and teacher rolls. Enter all ensemble information into Synergetic for end of year reports. • Enter students for AMEB exams. • Maintain Music Department information and updates on notice boards and on eVI. • Send reminders to students regarding their lesson times and changes.
Event Management and Support	• Manage all administration and scheduling for Music events including key processes and communications. • Assist with the ticketing of music events as required. • Create event programs in conjunction with the Director of Music and provide to the Marketing and Community Engagement Team for design and publishing. • Prepare student attendance rolls for events. • Assist backstage at Music productions and events. • Assist with the annual Carol Service and Speech Night preparations. • Book rooms for rehearsals and Music events. • Update eVI tiles to promote Music events and upload event photos showcasing student performance.

	• Printing and collating event programs. • Liaising with Compass (catering provider) regarding the catering decision making for events in conjunction with the Director of Music.
Marketing/Communication	• In conjunction with the Director of Music and the Drama and Arts Faculties prepare content and post to the MGGS Arts Instagram account. • Content preparation includes taking photos of student and staff performance, arranging permissions and posting to Instagram on behalf of MGGS. • Send out internal communications for events and liaise with parents regarding permissions letters and following up responses. • Comply with preferred communication methods used to disseminate information to MGGS staff, parents and students including eVI and email. • Communicate professionally and effectively with stakeholders including students, parents, MGGS Staff and external groups.
Policy	• Ensure all School policies are adhered to without exception, particularly in regard to Child Safety and Occupational Health and Safety. • Notify and report any and all incidents as soon as possible to the Director of Music. • Adherence to the MGGS Child Safety Code of Conduct.
Staff	Attend all staff meetings, when required.
Other	Any other duties as requested by the Director of Music or the Principal. Adherence to the MGGS Staff Code of Conduct
QUALIFICATIONS AND EXPERIENCE	***Essential:*** • Current Victorian Employee Working with Children Check. • Tertiary qualification in Business Administration, Arts Administration, Education, or a related field, or equivalent demonstrated experience. • Previous experience in administration, education administration, departmental coordination, program administration or a similar role. • Demonstrated experience supporting the effective operation of a department through high-quality administration, coordination and stakeholder support.

	• Experience managing multiple competing priorities, deadlines and stakeholder requests in a fast-paced environment. • Experience maintaining accurate records, databases and administrative systems. • Experience preparing professional communications and correspondence for a range of stakeholders. • Experience coordinating events, performances, productions or other large-scale activities. ***Desirable:*** • Experience processing invoices, budgets, accounts or departmental expenditure. • Experience working in a school, performing arts or music environment. • Experience using Synergetic, Compass, Music Monitor or similar school management systems. • Experience preparing digital communications, website content or social media content.
SKILLS / KNOWLEDGE REQUIRED	• Advanced MS Office skills, specifically Word, Excel and Outlook. • Strong database and records management skills. • High level literacy and numeracy skills. • High attention to detail. • High level customer service skills. • Excellent organisational, planning and time management skills. • Ability to work independently and exercise initiative. • Excellent organisational, analytical and problem-solving skills.
KEY COMPETENCIES	• Support the Music Department to create an inclusive, engaging and productive learning environment for all students. • Ability to co-ordinate activities for young people. • Well-developed communication and inter-personal skills which build and maintain effective and positive working relationships with immediate supervisors, colleagues and key stakeholders including officials. • Proactive and collaborative approach to problem solving. • Ability to exercise sensitivity and confidentiality in all dealings.
OTHER REQUIREMENTS	• High level of trust, integrity and work ethic. • Proactive, resilient and able to work productively.

	• Professional and diplomatic approach to work.
CHILD SAFETY REQUIREMENTS/ OBLIGATIONS	• Demonstrated ability to follow child safety protocols when • supervising children and young people in relation to child safety. • Must be able to demonstrate an understanding of appropriate behaviours when engaging with children. • Abide by all MGGS Child Safety Policies and Codes of Conduct and demonstrate active commitment to the MGGS Statement of • Commitment to Child Safety. • Demonstrated commitment to promote Aboriginal cultural safety and awareness and the safety of Aboriginal children and/or communities. • Demonstrated ability to promote the safety, wellbeing and inclusion of all children including those with a disability or those from culturally and/or linguistically diverse backgrounds.
CHILD SAFETY	All staff at Melbourne Girls Grammar are expected to take an active role and are well informed of their obligations in relation to Child Safety. The Melbourne Girls Grammar Child Safety Statement is incorporated in the MGGS staff employment cycle from recruitment and reference checking to induction, 3 and 6 month review processes and regular staff training and professional development. Employment with Melbourne Girls Grammar is subject to adherence to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below. **MGGS Statement of Commitment to Child Safety** • As MGGS staff, volunteers, contractors, and any other members of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children. • We are committed to the safety, participation and empowerment and protecting of all children / students in our care and adhering to our Child Safety Policy. • We are committed to providing a child-safe and child-friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives. • We have zero tolerance of child abuse and are committed to the protection of children from all forms of child abuse and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our policies and procedures will provide the name and contact details of staff who have specific responsibilities in relation to child safety and who may receive reports of suspicion of child abuse. Child abuse includes sexual offences, grooming,

	physical violence, serious emotional or psychological harm, serious neglect and a child's exposure to family violence. • We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. • We are committed to preventing child abuse, identifying risks early and removing and reducing these risks. • We have robust human resources and recruitment practices for all staff and volunteers. • We are committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. • We are committed to the emotional, physical and cultural safety of all children and to providing a safe environment for their learning. • We are committed to promoting the cultural safety and participation of Indigenous children, young people and their families. • We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

To learn more about the history, vision, mission and values of Melbourne Girls Grammar, please visit https://www.mggs.vic.edu.au/