



# Role Description

## Music Administrator

### Introduction

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In our Sacred Heart school there has been a long tradition of particular care for every student. It is the policy of Sacré Cœur to live out the values that reflect its Sacred Heart tradition. These values are embodied in the Goals of Sacred Heart education, which are:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. The building of community as Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom

Sacré Cœur places an emphasis on serious study and academic excellence. The curriculum is designed to engender the integral development of pupils, encouraging physical, intellectual, moral, creative and spiritual growth in a supportive and co-operative learning environment.

### Role Overview

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The Music Administrator reports to the Head of Music and is responsible for the administration of all aspects of the School's Music Program. The Music Administrator is accountable for the accuracy, maintenance, and continuous development of administrative systems that support the effective functioning of the Music School.

The Music Administrator delivers a high standard of customer service through clear communication, strong interpersonal skills, and the timely and effective solutions of enquiries.

### Reports to

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The role is responsible to the Principal, through the Head of Music

### Key Duties and Responsibilities

*The key duties and responsibilities are, but not limited to:*

#### Administration

- Monitor student access to the Sacré Cœur music school and instrumental storeroom, including ensuring students sign into the iPad system when entering the building
- Produce correspondence and documentation (letters, forms certificates, music staff handbook)
- Order books and resources according to staff requirements
- Maintain the database of print resources including storage location
- File or store books/music according to instruction
- Maintain the database of instruments including value and location
- Ensure AMCOS copyright license requirements are adhered to

- Maintain the database of the instrumental hire scheme, including hire agreements, instrument allocation, repairs and storage, related billing and order instruments as required
- Process music examination charges and billing for accompanists
- Generate Agenda and Minutes of Music Meetings
- Work with the Head of Music to create recipient lists for Music Awards and production of certificates
- Create and maintain rolls, ensemble timetables and room booking if required
- Provide administrative assistance to all Music Staff
- Provide Reception cover for other areas of the School as required
- Act as an Emergency Warden as per the School's emergency plan
- Other duties as directed by the Principal

### **Instrumental Tuition**

- Act as the primary interface for all current and prospective parents, as well as Instrumental Music Specialists, regarding the School's Instrumental program
- Co-ordinate lesson schedules, processing changes as requested
- Generate tuition rolls for instrumental staff and student contact list
- Work with the Finance Team to manage accurate records relating to instrumental staff rolls and pay forms
- Assist the Instrumental Music Specialists to locate students for timetable classes and follow up with an absence email if required
- Supervise and process enrolment and cancellation procedures in accordance with established protocols and provide current information to the Head of Music regarding enrolment changes
- Assist with the Music Scholarship processes in liaison with the Head of Music and the Principal
- Generate timetable templates and communicate information to Instrument Music Specialists regarding upcoming events and disruption to timetables
- Generate report of lessons received/outstanding for Instrumental Music Specialists and Teaching staff, along with the Head of Music
- Manage allocation of rooms for Instrumental Music Specialists and Teaching staff
- Co-ordinate AMEB examination entries, forms and certificates
- Co-ordinate information to ensure timely student reporting

### **Music Camp**

- Manage administration requirements for Music Camp including co-ordinating the logistics
- Creation of student invite list, liaison with Director of Student P-12 and the Risk and Compliance Manager

### **Music Events and Functions**

- Manage the music events calendar together with the Head of Music and the Music Events Co-ordinator
- Liaise with the Music Events Co-ordinator to ensure smooth running of all music events and functions including use of ticketing programs
- Manage booking of buses, ticketing process, Consent2Go and risk assessment, catering, removal truck, floral, first aid requirements, photography, videography and / or internal spaces/rooms
- Attend event meetings on a regular basis to share music operations information with key stakeholders
- Provide information to marketing regarding programs, social media including editing and proofing
- Attend music events as determined by the Head of Music

Events *including but not limited to*:

- School tours
- Secondary Music Concert - or Substitutes - Autumn, Winter, Strings
- Chapel Concert and Music Awards
- Senior School Musical/Joigny Musical
- Soirees
- Carols
- Joigny Music Concert
- Arts Festival
- French Village Fair

## **General Expectations**

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### **Professional Development**

As required, attend learning area meetings, staff meetings; participate in professional development seminars for teachers and/or for administration staff.

### **Internal Relationships**

Apart from the Head of Music, primary relationships for the position are:

- Music Events Co-ordinator
- Music Teachers
- Instrumental Music Specialists
- Risk and Compliance Manager
- Marketing and Communication Team
- Finance Team
- Human Resources Manager
- Staff
- Students

### **External Relationships**

- Broader School Community
- Parents
- External Venues
- Music Repairs / Suppliers

## **Key Selection Criteria**

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### **Qualifications and Experience**

Tertiary qualifications in office administration or a related discipline, or equivalent experience

Experience working in a School environment or a music-focused setting

Experience using School information system such as Synergetic, Music Monitor, School Box or equivalent platforms (training for Music Monitor can be provided)

### **Knowledge, experience and skills**

- Knowledge of music or experience in a music focused setting.
- Excellent interpersonal and collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers and external agencies
- Demonstrated experience working within a school environment would be advantageous

- A general knowledge of accounting or billing processes (advantageous)
- Excellent time management, organisational and communication skills
- Ability to exhibit multi-tasking and work independently and as a team member
- Ability to be self-motivated, focused and to complete tasks on time
- Willingness and physical capability to undertake tasks involving the movement of musical equipment (as required)

### **Highly Desirable**

- Previous experience supporting a Music Department or involvement in a music-related environment
- Excellent ICT skills with proficiency in programs such as Microsoft Office, Music Monitor, Synergetic, Google Drive and the school intranet, School Box, Clipboard
- Knowledge of graphic design software packages (desired but not essential)
- Elements of this role involve physical tasks such as moving musical equipment
- An ongoing commitment to professional development and a capacity to adapt to new technologies

### **Personal Requirements and Competencies | All Staff**

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- Alignment with School values
- Understanding of the traditions and spirituality of a Sacred Heart (RSCJ) school and ability to confidently articulate them
- Upholding and promoting Restorative Practice in working with students, parents/caregivers and staff
- High level of professional personal presentation
- Professional, warm, positive and welcoming presence
- Capacity to maintain high levels of confidentiality
- Enthusiastic and highly motivated to contribute
- Operates effectively in a team environment, maintains high work standards with minimal supervision and high attention to detail
- Flexible and operates effectively in a changing environment

### **Child Safety | All Staff**

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Sacré Cœur is committed to the safety, wellbeing and inclusion of all our students. The School has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability). In this context, Sacré Cœur implements a regular and comprehensive Child Safety and Protection program across the entire Sacré Cœur community.

All staff at Sacré Cœur take an active role, and are well-informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 Child Safe Standards – managing the risk of child abuse in schools”. Employment at Sacré Cœur is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

Sacré Cœur has robust human resources, recruitment and vetting practices that are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out VIT, Working with Children, police record *where required* and reference checks to ensure

that we are recruiting the right people.

## **Terms and Conditions**

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The Music Administrator will be employed under the terms and conditions of the Catholic Education Multi Employer Agreement 2022. This is a full-time Education Support Officer role, Category C, Level 2 *with subdivision depending on experience and qualifications*.

Fixed Term for Terms 2 to 4, 2026 with the possibility of ongoing.

### **Equal Opportunity**

Sacré Coeur is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Sacré Coeur.

### **Summary**

This role description should not be seen as limiting and may be altered to meet the needs of the School at any time.

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