



Courage in Wisdom | Hope in Love

Job Description

Title:	College Music Administrator
Reports to:	Director of Music
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	0.3 (12 hours per week)
Employment Type:	Contract/12- Months

Position Summary

The Music Administrator provides administrative support to the Music Department, ensuring the effective operation of music tuition programs, ensembles, and related activities. The role works closely with the Director of Music, instrumental tutors, students, and families, and is responsible for managing systems, timetables, communication, and reporting processes. The Music Administrator also provides administrative assistance to the Vocal Academy where required. This role is a key point of contact for the school music community and supports student engagement in music across the College.

Job Description

Key Responsibilities

- Coordinate administration of instrumental and vocal music tuition programs using COMPASS
- Manage student enrolments, withdrawals, tutor allocations and scheduling
- Maintain accurate music timetables and room allocations
- Act as primary contact for music program enquiries
- Support music reporting, documentation and data accuracy
- Provide administrative support for concerts, performances and department initiatives

Key Duties

- Set up individual and group music tuition classes in COMPASS
- Process tuition applications and maintain accurate program records
- Prepare and distribute parent communication including welcome information
- Enter and update tutor timetables each term and manage changes
- Liaise with parents regarding program matters including payments or tutor feedback
- Support administrative preparation for concerts, performances and assessments
- Maintain records relating to student participation, tutors and scheduling

Selection Criteria

Essential Qualifications and Experience:

- Experience in an administrative role, preferably in a school or educational setting
- Experience using school management systems such as COMPASS or similar
- Strong organisational skills with the ability to manage complex timetables
- Clear written and verbal communication skills
- Proficiency in Microsoft Office including Word, Excel, and Outlook
- Ability to work independently, manage deadlines, and handle confidential information
- Strong attention to detail



Desirable Attributes:

- Experience working within a music or arts-based program
- Familiarity with instrumental music tuition and ensemble programs
- Experience managing databases, timetabling, or payments
- Confidence initiating parent communication

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	