



Co-curricular Music | Administrator Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- ☐ Foster supportive positive professional relationships
- ☐ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- ☐ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- ☐ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- ☐ Attend School meetings, as requested, including outside of usual work hours
- ☐ Participate in professional learning, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- ☐ Participate in the development of a safe and healthy workplace
- ☐ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- ☐ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- ☐ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- ☐ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- ☐ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- ☐ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- ☐ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Co-curricular Music Administrator
Campus	Secondary (Epping)
Department	Music - Secondary
Line Manager	Head of Co-curricular Music K-12
Direct Reports	Nil
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	0.4 FTE (15 hours per week)
Classification	Clerical and Administration Services: Level 4 (Table 1(c))
Qualifications	<ul style="list-style-type: none"> □ Certificate in office administration (preferred)
Compliances	<ul style="list-style-type: none"> □ Valid NSW Working with Children Check Certificate □ First Aid [HLTAID012] [HLTAID011] □ CPR [HLTAID009] □ OCG Child Safe eLearning – Keeping Children Safe (or equivalent) □ NCCD eLearning – Disability Standards for Education (or equivalent) □ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	<ul style="list-style-type: none"> □ Administration experience (preferably within an education setting) □ Strong knowledge of Microsoft Office Suite □ Familiarity and passion for music – instruments (types and parts) and sheet music (beneficial) □ Ability to work independently □ Strong organisational skills
Role Profile	The Co-curricular Music Administrator provides support and delivers friendly and efficient customer service to support the head of Co-curricular Music K-12 and other relevant stakeholders. The Music Administrator has highly developed interpersonal skills and a strong knowledge of music.
Role Function	<p>The Co-curricular Music Administrator, throughout their daily work practice, is expected to:</p> <p>Co-curricular Music Ensembles Program</p> <ul style="list-style-type: none"> □ Assist the Head of Co-curricular Music K-12 in the management of the K-12 Music Tutors, including liaising on rooming, student recruitment on both campuses □ Oversee the administrative tasks associated with K-12 Co-curricular music events: Schoolbox posts, website content, CCM booklet, all Activities paperwork, risk assessments, venue negotiations, bus bookings. □ Assist with the organisation of K-12 Co-curricular music events such as (without limitation) Ensembles Showcase, Eisteddfods entries, State Band Championships, cross campus performances, Presentation Day performances, (including Activities paperwork) <p>Music Tuition Program</p> <ul style="list-style-type: none"> □ Communicate with parents regarding enrolments, cancellations, absences, students' progress and Music Tuition Reports

- Enrol Junior and Secondary Campus students into the music program and accurately enter details in database
- Allocate tutors to students according to tutors' availability and students' needs.
- Maintain the K-12 instrument hire database including organising annual servicing and occasional repairs.

Acceptance

Having read this Role Description in its entirety, I

- a. accept the requirements of the role, understanding that the School reserves the right to vary any requirements, following consultation with me, to ensure that the operational needs of the School are continuously met,
- b. declare that I do not have any medical conditions and/or physical limitations that will prevent/reduce my ability to fulfill any aspect of the role; and
- c. confirm I am fit and able to fully perform the role as described at this time.

Signature

Print Name

Date / /