

Expressions of Interest (EOI) for an **Instrumental Music Program Administrator** at Rozelle Public school.

Rozelle Public School has an enrolment of 644 students from Pre-school to Year 6 and is an inclusive, vibrant community. Quality teaching and learning programs are balanced by opportunities for students to participate in a wide range of curricular and extracurricular activities in a warm, supportive environment. The school is well supported by a dynamic and involved P&C and broader community.

The Instrumental Music Program is run in partnership between the school, through a member of the school executive and band parents through the Band committee. The school has more than 100 instruments available to the band which most of our students hire through the program. The IMP administrator oversees the Band Program, which has 130 band members from Years 3-6 participating.

Selection criteria

- Interest in or willingness to promote the music program
- Effective communication skills and the ability to work collaboratively in a team environment with all members of the school community
- Highly developed organisational skills and the ability to meet deadlines with flexibility to support all aspects of the program
- Demonstrated ability to perform tasks in one or more of the following areas: office procedures, using Excel and Word programs

Statement of duties

- Scheduling of band student lessons with tutors during the school day
- Preparation and distribution of Band Information Package as required for band program
- Coordinating and assisting school staff, liaising with the school and the musical director in events such as concerts, camps, tours, and preparation of associated documentation
- Administrative duties in school office as required including maintaining instrument / parent/tutoring details in a central data base and preparation for quarterly Music Committee meetings
- Maintenance and management of musical instruments and associated equipment, scheduling of music lessons, allocation of rooms, creating timetables for tutors, ordering, and hiring resources, organising repairs and stock take
- Ability to monitor expenditure, payments, expenses, invoicing and provide report to committee at least once per school term
- Communication to the school community via the newsletter, website, email and Skoolbag app consistently updating music program lists as required.

Application

The successful applicant will be employed on a casual basis by the Department of Education as a School Administration Officer and will be subject to all necessary employment checks including a Working with Children Check prior to commencement in Week 1 2022. This is a casual position between 9 - 18 hours per week during the school terms, consisting of 2 days, however, there is flexibility with hours across the school week depending on band administration requirements each term. The approximate salary is \$35.58 per hour. Interested applicants should submit an Expression of Interest addressing the selection criteria in no more than two pages, accompanied by their Curriculum Vitae and the names and contact details of two referees. Applications must be emailed to amanda.palfreyman@det.nsw.edu.au with EOI Instrumental Music Program in the subject line. Closing date: Friday 5 November 2021