



**CHRISTIAN  
COLLEGE**  
G E E L O N G

## **ADMINISTRATION/ MUSIC ASSISTANT**

Applications are invited from experienced and dedicated personnel who desire to work in a fine Independent College where academic excellence and Christian values are emphasised.

The Christian College Music Program seeks a full time administration assistant.

This unique position commences Term 1, 2017. The successful applicant will assist with the day to day organisation of the Music Department, a varied and challenging role, in a busy and creative area of the College.

*A position description can be found on the College website: [christiancollege.vic.edu.au](http://christiancollege.vic.edu.au)*

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### **Applications should be forwarded to:**

Secretary to the CEO  
18 Burdekin Road, Vic 3216  
[ceo.secretary@ccg.vic.edu.au](mailto:ceo.secretary@ccg.vic.edu.au)

*Applicants should be aware that the College is committed to the safety of children and carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.*

**CLOSING DATE: Thursday 10<sup>th</sup> November, 2016**



**CHRISTIAN  
COLLEGE**  
GEELONG

## **POSITION DESCRIPTION: Administration/Music Assistant Position**

### **Purpose Statement**

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

### **Expectations of Duties**

- assists with the day to day organisation of the Music Department in an efficient and professional manner
- responds to enquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction
- maintains accurate manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established and administrative guidelines and legal requirements
- maintains and develops documentation for the purpose of accurate record maintenance and communicating information to other parties
- researches and documents procedures
- liaises with staff for the purpose of providing assistance with their functions and responsibilities
- helps with the co-ordination of itinerant music staff
- participates in meetings for the purpose of providing or receiving information and supporting the needs of the attendees
- facilitates communication to staff regarding publication requirements/time frames
- performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
- demonstrate the ability to work in a varied and challenging role, in a busy and creative area of the School

## **Behaviours**

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
- be open and honest in all communication – students, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- embrace change
- act with professionalism ensuring that personal goals are in line with the College vision and strategies
- have a good working knowledge of all policies and procedures
- be a self-starter, show initiative
- strive for excellence, take pride in what you do
- be accountable and responsible
- be punctual
- offer ideas for improvement
- offer and receive feedback
- be active in managing hazards and risks associated in performing daily tasks

## **Expectations of Skills**

- sound knowledge of Microsoft products particularly Word, Excel and Outlook
- to use/learn to use administration software platforms and be prepared to develop processes using IT, to solve problems and increase efficiency
- ability to manage multiple tasks simultaneously, work in a complex, fast-paced environment
- highly creative ICT and problem solving skills
- First Aid Certificate
- Working with Children Card
- Highly efficient administrative, organisational and communication skills

## **Organisational Relationships**

- reports to Mrs Fiona Gardner the Director of Music and Mr Andrew Dunlop the Director of Instrumental Music/Major Events

**General Conditions of Employment**

This position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is provided on the website [www.fairwork.gov.au](http://www.fairwork.gov.au).

**Please Note:**

Christian College Geelong is an organization committed to child safety. We have a zero tolerance approach to child abuse. Our robust human resources, recruitment practices and vetting processes are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.