



## Music Administrative Officer | Full time, Ongoing

Huntingtower has a long and proud tradition of educational excellence, consistently performing among the top schools in Victoria. Guided by our mission *to be a beneficial presence in the world, to uplift thought and to bless mankind*, Huntingtower is a vibrant, values-driven community where kindness, respect and excellence shape everything we do.

Are you an organised, proactive administrator with a passion for music education and community connection? Do you thrive in a dynamic environment where your work supports creativity, performance and student growth? Huntingtower is seeking a highly capable and professional Music Administrative Officer, commencing in 2026, to play a pivotal role in the operation of our thriving Music Program.

Reporting to the Director of Music, this role sits at the heart of the Music Centre, managing the administrative and logistical needs of the instrumental and vocal tuition, ensemble rehearsals, performances and special events. As a key member of the Music team, you will provide high-quality administrative and operational support, ensuring the smooth coordination of staffing, systems, communication and resources across the department.

This is a varied and people-focused role, ideally suited to someone who enjoys working with students, parents, tutors and staff and who takes pride in delivering accurate, responsive and professional support in a busy school environment.

### Key responsibilities

- Provide high-level administrative and operational support to the Director of Music, Music Leadership Team and Music staff
- Coordinate the smooth day-to-day operation of instrumental and vocal music programs, ensembles, rehearsals and performances
- Act as a key point of contact for the Music Centre, supporting effective communication with students, parents, tutors and staff
- Manage scheduling, calendars, room bookings and logistics to support music teaching, rehearsals and events
- Maintain accurate records, systems and documentation to support student programs, staffing and compliance
- Support staffing processes including recruitment coordination, onboarding and payroll-related administration
- Assist with the management of music resources, instruments and facilities to ensure safe, organised and effective use
- Contribute to the planning and delivery of music events, performances and excursions
- Support continuous improvement of Music Centre administration, systems and processes

### What we are looking for

- Proven experience in administration, ideally within a school or music/arts environment
- Highly developed organisational skills with strong attention to detail and accuracy
- Excellent communication skills, both written and verbal
- Confidence working with databases, digital systems and scheduling tools
- Ability to manage multiple priorities in a fast-paced environment
- A collaborative, approachable and service-focused mindset
- Discretion and professionalism when handling confidential information

- Experience with music programs, instruments or examinations (AMEB) will be highly regarded
- Commitment to child safety, professionalism and continuous improvement
- Experience in a school environment will be highly regarded

This is a **full-time, ongoing position** with 5.4 weeks annual leave, aligned with the school holiday periods. At Huntingtower, you will join a warm, collaborative and values-driven team that works passionately to uplift and celebrate our community. You will play a vital role in enabling students and staff to thrive through music.

Applicants must hold a current Working with Children Check, provide a clear Criminal Record Check, and demonstrate a strong commitment to child safety and the wellbeing of young people.

Information about the School can be found on our [website](#) together with the position description below.

If you are a highly organised administrator who enjoys supporting creative programs and contributing to a caring Christian environment, we would love to hear from you. Please submit your application via [employment@huntingtower.vic.edu.au](mailto:employment@huntingtower.vic.edu.au) by **Friday 6 February 2026** including the names, addresses and telephone numbers of three referees.

**We will shortlist and interview high-quality applications as they are received, and we strongly encourage interested candidates to apply as soon as possible.**

The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The School undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.



## Position Description

*This position description summarises the essential responsibilities, performance outcomes, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.*

### Position Details

Position	Music Administrative Officer
Award	Educational Services (Schools) General Staff Award 2020
Classification	School administration services - Level 4, Grade 4
Reports to	Director of Music and dotted line to Director of Business Operations

### Nature of Role

Reporting to the Director of Music, the Music Administrative Officer plays a central role in the effective operation of the School's Music Program. The position provides comprehensive administrative, operational and staffing support and is integral to the coordination and delivery of all music offerings across the School. The Music Administrative Officer delivers high-level administrative support to the Director of Music, Music Leadership Team and music staff, supporting instrumental and vocal tuition programs, ensemble rehearsals, performances and events. A key focus of the role is to continuously enhance the efficiency, accuracy and effectiveness of Music Centre administration, while providing a professional, responsive and student-centred service to instrumental music tutors, students, parents and the wider school community.

### Main Responsibilities & Accountabilities

Responsibilities	Performance Outcomes
<b>General Administration</b>	<ul style="list-style-type: none"> <li>Deliver professional, timely and courteous front-of-house communication for all Music Centre telephone and email enquiries</li> <li>Ensure clear, accurate and effective communication between the Music Centre, staff, students, parents and the wider school community</li> <li>Coordinate and administer meetings, interviews and appointments, including scheduling, documentation and follow-up actions</li> <li>Provide confidential, high-quality administrative support to the Director of Music, Head of Choral and relevant stakeholders</li> <li>Maintain accurate and up-to-date calendars, room bookings and event schedules, ensuring timely reminders and efficient use of facilities</li> <li>Manage logistics for Music Centre activities, including transport bookings for excursions, camps and competitions</li> </ul>



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	<ul style="list-style-type: none"> <li>Support recruitment and onboarding processes for Music Centre staff, including interview coordination and system guidance (e.g. Clipboard, HT Connect)</li> <li>Develop, review and maintain clear procedural documentation to support consistent Music Centre operations</li> <li>Maintain accurate student music records across school systems, including enrolments, absences, ensembles, AMEB results and awards</li> <li>Coordinate Music Centre facility usage, including internal room allocations and liaison with the External Bookings Manager for external functions</li> <li>Provide reception and administrative support during school holiday periods as required</li> <li>Support Music Scholarship application processes in collaboration with the Head of Admissions and Director of Music</li> </ul>
<b>Finance Administration</b>	<ul style="list-style-type: none"> <li>Administer student instrument hire processes and provide accurate, timely charge information to the Accounts Department</li> <li>Oversee and validate fortnightly digital timesheets for ensemble leaders and accompanists</li> <li>Prepare and submit accurate fortnightly pay reports for instrumental music tutors to support payroll processing</li> <li>Coordinate with the Accounts Department to ensure accurate reporting of music lesson attendance, credits and additional lessons on a term or semester basis</li> </ul>
<b>Music Centre Management</b>	<ul style="list-style-type: none"> <li>Develop and maintain a comprehensive understanding of instruments used within Music Centre programs, including consumables and maintenance requirements</li> <li>Maintain accurate registers of music resources, including purchased and stored instrumental, choral and ensemble scores</li> <li>Prepare and support the distribution of instrumental, choral and musical theatre materials as required</li> <li>Maintain an up-to-date asset register of musical equipment, including identification and tracking of all instruments</li> <li>Coordinate and manage instrument repairs and servicing to ensure availability and longevity of equipment</li> <li>Ensure instruments are stored appropriately to minimise damage and maintain asset condition</li> <li>Contribute to professional, current and relevant content for the Music Centre foyer Vivi information screen when required</li> <li>Support effective communication with tutors, students, parents and school staff regarding music lessons, rehearsals and performance schedules when appropriate</li> </ul>



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	<ul style="list-style-type: none"> <li>• Assist in maintaining safe, organised and presentable music spaces, including minimising trip hazards</li> <li>• Prepare and publish event permission items on Consent2Go on behalf of Music staff as required</li> <li>• Undertake additional duties as directed by the Director of Music and/or Principal, consistent with the role</li> </ul>
<b>AMEB Exams Coordination</b>	<ul style="list-style-type: none"> <li>• Coordinate AMEB examination entries, including liaising with instrumental music tutors and arranging accompanists where required</li> <li>• Manage the receipt, tracking and distribution of AMEB results and certificates, ensuring timely and accurate communication with all stakeholders</li> </ul>
<b>Service Excellence and Customer Relationship Management</b>	<ul style="list-style-type: none"> <li>• Deliver accurate, timely and effective communications to students, staff and parents</li> <li>• Work well under pressure and prioritise tasks within deadlines</li> <li>• Ability to build positive relationships, negotiate and problem solve</li> <li>• Demonstrate a professional, kind and friendly attitude</li> <li>• Build and maintain a respectful and professional relationship with all stakeholders</li> <li>• Excellent interpersonal skills and customer-service skills</li> <li>• Display empathy, commitment, and resilience</li> <li>• Ability to handle confidential information with integrity</li> <li>• Possesses sound judgement and a calm, rational and mature disposition</li> <li>• Have a firm belief in, and commitment to the mission, vision and core values of Huntingtower with an ability to articulate, facilitate and promote these values.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety</li> <li>• Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats</li> <li>• Responsible for understanding and adhering to the school's risk management policy by identifying, reporting and mitigating risks in their area, modelling appropriate behaviour and participating in relevant training to ensure a safe environment</li> <li>• Being familiar with emergency procedures and being ready to implement them if necessary</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• This position may necessitate some out-of-hours work on weekends and evenings as required</li> </ul>



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	<ul style="list-style-type: none"><li>• This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience</li><li>• The post holder is required to be flexible in developing their role in agreement with the Director of Music and Director of Business Operations</li></ul>
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### Position Requirements: Knowledge and Experience

- A strong knowledge, understanding or experience in music or music in an educational setting is central to the role
- Excellent time-management skills and ability to calmly manage competing priorities and deadlines
- Excellent attention to detail ensuring minimal or no errors or oversights
- Possess methodical, logical and clear thinking and communication skills
- Experience at working within a school environment
- Demonstrated capacity to work well in a team
- Be prepared to occasionally assist others in the Administration team when required
- Demonstrated strong database and computer competency
- Experienced in Microsoft Office Suite, with good spelling and grammatical skills
- Experience with software such Synergetic, Consent2Go and/or Clipboard is advantageous
- Attendance for part of the school breaks (5.4 weeks leave) unless otherwise negotiated
- Hold a First Aid (HLTAID003) and Anaphylaxis qualification or be prepared to complete both qualifications
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment
- A positive history of working with children, and experience in child-related work
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture
- A commitment to contributing to the co-curricular life of the school

### Key Relationships

#### Reporting to:

- Director of Music
- Director of Business Operations – dotted line

#### Liaises with:

- Senior Executive Team
- Head of Choral
- Instrumental Music Tutors
- People and Culture Team
- Staff, Students, Parents and wider Community



## Position Description

- External providers
- External customers

### Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct and Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQA+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct and Staff Code of Conduct*