



# MT ST MICHAEL'S COLLEGE

UNDER THE STEWARDSHIP OF  
MARY AIKENHEAD MINISTRIES

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## POSITION DESCRIPTION

### 1. GENERAL INFORMATION

#### 1.1 Position Information

<b>Position Title:</b>	Administration Officer – Co-Curricular Music
<b>Classification:</b>	Level 3
<b>Employment Type:</b>	Permanent, Part-time, Term-time
<b>Team/Department:</b>	Administration
<b>Reports To:</b>	Business Manager and Principal through the Program Leader – Co-Curricular Music

#### 1.2 Employment Information

<b>Employer:</b>	Mt St Michael's College Ltd
<b>Location:</b>	67 Elimatta Drive, ASHGROVE 4060
<b>Agreement:</b>	EB10 Catholic Employers Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2023 - 2026

#### 1.3 Further Information

For further information about the role, please contact Alexandra Quinlan on 3858 4248 or at [aquinlan@msm.qld.edu.au](mailto:aquinlan@msm.qld.edu.au)

### 2. PURPOSE

The Administration Officer – Co-Curricular Music is responsible for providing administrative support to the Program Leader – Co-Curricular Music. The role provides comprehensive administrative support to co-curricular teaching staff and assists in the coordination and delivery of activities across the Music department, including performances, competitions and excursions. This position also liaises with students, parents and staff regarding the co-curricular program requirements.

The nature of the position requires the ability to work on multiple tasks simultaneously and manage confidential student information.

In this position the role holder works collaboratively with other members of music team.

As team support is a vital component of the administration operations, all team members must contribute to the effectiveness of its core business and positive working environment.

### **3. QUALIFICATIONS/REQUIREMENTS OF THE ROLE**

#### **3.1 Requirements of the Role**

- Must hold and maintain a current Queensland Working with Children Clearance (Blue Card).

#### **3.2 Qualifications of the Role**

No formal qualification is required; however the following characteristics would be an advantage:

- Qualifications at Certificate level in Educational Support or equivalent qualifications relevant to the position. Alternatively, such knowledge, qualifications and experience that are deemed by the employer to be equivalent may be acceptable.
- Effective communication and high level of interpersonal skills to function as an effective team member.
- Demonstrated absolute confidentiality, tact, reliability and sensitivity to students and their families.
- Demonstrated flexibility and organisation in the performance of duties.
- Understanding of the individual requirements of special needs students.
- Empathy to the needs and abilities of students and their parents.
- Ability to follow directions.

#### **3.3 Supporting the Mission of the College**

This should be demonstrated by:

- Gaining a thorough knowledge of the mission, vision and values of the College
- Understanding, acknowledging and committing to College policies, procedures and management frameworks, including work health and safety, and learning frameworks, among others.
- Participating in liturgies, prayers and other religious rituals.
- Applying the mission and values in all interactions with members of the College community.

### **4. FACTORS OF THE ROLE**

#### **4.1 Knowledge Application**

- Knowledge of a range of routine work procedures and tasks.
- Organisational and procedural knowledge.
- Basic understanding of relevant regulatory and policy frameworks.

#### **4.2 Accountability**

- Confidentiality is maintained in all elements of the role.
- Accountable for planning own work goals that align with Team outcomes.
- Responsible for accuracy and timeliness of workflows.
- Accountable for the achievement of own results which contribute to team goals.

#### **4.3 Scope and Complexity**

- Work can be complex and involves various activities involving different but established processes and methods.
- Actions or responses made can generally be related to past experience.
- There may be occasions where unfamiliar circumstances may require some judgement or technical assistance sought.

#### 4.4 Guidance

- Works under general supervision, within established procedures and practices.
- Objectives and deadlines are defined with some autonomy on how work is performed.
- Work quality and content is subject to monitoring.

#### 4.5 Decision Making

- Some decisions may require discretion and judgement.
- Decisions may impact the work area and information is provided for use by other decision makers.
- Actions of the position impact operational efficiency and may impact other work areas in the short to medium term.

#### 4.6 Problem Solving

- Work activities are defined by set procedures.
- Problems are straight forward and solved by application of procedures or referred on to the Program Leader.
- Judgements typically involve straightforward facts or situations.

#### 4.7 Contacts and Relationships

- Liaise with Program Leader – Inclusive Learning and the Director of The Arts, or teachers to deliver specific outcomes.
- Respond to routine requests.
- Provide general information.

#### 4.8 Negotiation and Cooperation

- Contact with teachers is usually in terms of support.
- Issues are generally not contentious.

#### 4.9 Management Responsibility/Resource Accountability

- No supervisory responsibility.
- Generally responsible for own work.
- Accountable for effective use of own resources.

## 5. TYPICAL DUTIES

### 5.1 Private Music Lessons

- Maintain student enrolment and withdrawal records, for billing of parents through TASS.
- Download and reconcile instrumental teacher lesson records with instrumental teacher invoices and student attendance records.

- Prepare instrumental teacher’s timetables and monitor clashes with College events.

### 5.3 Events

- Provide administrative support for music events as listed on the College Calendar, for example MusicFest 1 and 2, Music Soirees, Queensland Catholic Colleges’ Music Festival (QCMF) and other excursions and competitions, including occasional interstate tours.
- Provide administrative support for the Music Camp including distribution of information to parents and students, collation of student lists with medical information, etc.

### 5.3 General

- Maintain records of annual student participation in activities for badge presentation.
- Order and maintain music badge stock levels.
- Prepare music folders for instrumental ensemble students including ordering and maintaining folder stock levels.
- Maintain the sheet music library including cataloguing, photocopying and filing.
- Prepare correspondence for distribution to parents and staff.
- Respond to phone and email enquiries.
- Maintain office supplies.
- Helping to ensure that music office, music storeroom and music studios are tidy on an ongoing basis.
- General administrative tasks including photocopying and scanning.
- Other duties as required by the Principal.

## 6. HOURS OF DUTY

Monday to Friday, 5.5 hours each day, totalling 22.5 hours per week. Hours to be negotiated.

## 7. CONDITIONS

Part-time, term-time basis (22.5 hours per week). This role allows for flexibility in hours across the five-day school week, and we are happy to work with the successful applicant to find a suitable arrangement.

## 8. SALARY

In accordance with Level 3 of the School Officers’ Classification in the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2023 – 2026.

WRITTEN IN CONSULTATION:	APPROVED BY:	DATE:
Ros Collier, Deputy Principal	Sharon Volp, Principal	April 2026