INTRODUCTION

Blue Mountains Grammar is an Anglican Co-educational Day School that caters for students from Pre-Kindergarten to Year 12. There are three campuses: the Senior School and the Junior School are located at Wentworth Falls, and the Preparatory School, catering for Pre-Kindergarten to Year 4, is located at Valley Heights. The School is 95 kilometres west of Sydney and is surrounded by the beautiful Blue Mountains National Park.

Blue Mountains Grammar School strives to provide a caring, holistic education, equipping individuals with personal excellence and Christian integrity.

The four distinctives of teaching at BMGS are the excellent academic programme, the strong pastoral care for individuals, the exciting co-curricular opportunities and the strong spiritual support of its Christian ethos.

Active involvement in the professional development, co-curricular and pastoral care programme is expected. All staff must be supportive of the Christian ethos of the School.

Further information about the School is available on the main website at the following address - www.bmgs.nsw.edu.au.

A. THE POSITION

The Music Department Administrator, School Assistant – Level 3, provides administrative support to the Music Department within the Performing Arts Centre and is a member of the overall School Administration team.

The position is a permanent part-time position, term time only. The hours are 9.00am to 1.00pm (11.00am to 3.00pm on faculty meeting days which are held once per fortnight) Monday to Friday.

The following is an indication of the responsibilities associated with the position of the Music Department Assistant:

Office/Administration Support of Classroom Teachers

- Assisting classroom teachers with administration including typing, photocopying, filing (electronic and manual files), accounting, handling telephone messages and enquiries.
- Uploading information and assessments to the portal.
- Under the direction of the HoD, ensuring that all HSC related documentation is correct and deadlines for composition/musicology submissions are met.
- Attending Music Faculty meetings, taking minutes and filing.
- Managing purchase orders and recording budget expenditure for the Music Department.
- Creating calendar bookings and excursion forms for music related events.
- Organising catering for visiting examiners and workshop presenters.
- Management of the PAC building including liaising with property team to resolve any maintenance or cleaning issues.
- Setting up for soirées and semester concerts.
- Managing studios/practice rooms including student access.
Administration of Music Library (music and instruments)

- Managing of school inventory (music and instruments).
- Sourcing print music, scores and CDs for HSC music students and for choral festivals (BMGS inventory, on-line, from retailers and via the Australian Music Centre).
- Instrument hire and billing per term.
- Booking piano tuner for regular visits.
- Upkeep and repair of instruments, including organising for service and repair on a regular basis and when required.

Co-ordination of Music Tutors (approx. 15) for Private Music Lessons

- Providing rolls, billing of studios, booking of studios and music rooms, assisting in location of students, ensuring all WWCC are up to date at the Wentworth Falls and Valley Heights Campus.
- Entering all individual music lessons into iWise student timetables and updating as required.
- Direction of all music learning enquiries to appropriate tutors.

Co-ordination of Music Tutors for Curriculum Teaching

- Junior School music programs – Berimba Band and Year 2 Strings.

Other

- Support all School policies, in particular the Staff Code of Conduct; Child Protection; Discrimination, Harassment and Bullying, Social Networking; ICT, Computer, Telephone and Equipment Code of Use.
- Exhibit personal behaviour reflective of the ethos and Christian foundations of the School.
- Follow Workplace, Health and Safety procedures.
- Perform other reasonable duties as directed by the Headmaster.

Occasionally some duties will need to be undertaken at times other than during the school day including on evenings and weekends.

B. REMUNERATION

Remuneration for this position will be set in accordance with the Independent Schools NSW (Support & Operational) Multi-Enterprise Agreement 2017.
C. PRIVACY GUIDELINES - EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Blue Mountains Grammar School with personal information. We can be contacted at Matcham Avenue, Wentworth Falls at 47579000.

2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

3. The School’s Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

4. We will not disclose this information to a third party without your consent.

5. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.

6. The School may store personal information in the ‘cloud’, which may mean that it resides on servers which are situated outside Australia.

7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

D. CHILD PROTECTION AND FIRST AID

The successful applicant is required to produce their current Working with Children number and will be subject to employment screening with the Office of the Children’s Guardian.

The successful applicant will be expected to possess a current First Aid certificate.
E. GUIDELINES FOR THE APPLICATION

1. To apply for this position you must be eligible to work in Australia, e.g. hold an appropriate and current Australian work visa.

2. Applications should not be more than four A4 pages as one attachment, PDF format preferred.

3. Applications should have a covering letter of not more than two pages, which includes a statement in support of your candidacy.

4. All applications will be acknowledged upon receipt of an application.

5. Applications must also include the following information:
   - Personal details (a photograph is optional).
   - Qualifications where applicable. (Short-listed applicants are asked to bring original documents or certified copies transcripts of qualifications to the interview.
   - A summary of your current position.
   - A concise summary of your employment history (beginning with the most recent position).
   - Working with Children Check clearance.
   - Names, positions and contact details for three (3) referees, one of whom should be your current employer.
   - Cultural, recreational and other interests.

6. Applications must be provided unbound. Please do not use display books, folders or staples to enclose your application.

7. Applications close at 4:00pm on 12th April, 2019 and should be addressed to:

   The Headmaster
   Blue Mountains Grammar School
   Locked Bag 3006
   Wentworth Falls NSW 2782

   Email: employment@bmgs.nsw.edu.au