



HOPE
CHRISTIAN COLLEGE
A Ministry of Craghmore Christian Church

Music & Arts Admin Assistant Role Statement

"And whatever you do, do it heartily, as to the Lord and not to men." Colossians 3:23

Administration is an important role at Hope Christian College. Administrative assistants will be able to work as part of a team and will also be able to work independently. The Music & Arts Admin Assistant will all includes some classroom assistance and practical roles. The Assistant will work with and be directly responsible the Music & Arts (Fine Arts, Performing Arts) teachers. They will have suitable skills in the areas of music and assistance with music lessons, administration of the music tuition program, and be able to assist during drama productions, rehearsals, and setting up art lessons and displays. The Music & Arts Admin Assistant will also have excellence verbal communication, planning skills, and the ability to perform in general clerical duties.

Personal Qualities

The Music & Arts Admin Assistant will have the following personal qualities:

- sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- dedication to Christian education
- desire to work toward student development through musical, performing and fine arts
- personal integrity
- organised and motivated
- highly interpersonal, able to communicate with staff, students of all ages and parents
- able to maintain confidentiality.

Duties

Music & Arts Admin Assistant duties will be directed by the relevant teachers, but will include (not an exhaustive list):

- preparation and assistance in the classroom with music lessons (Junior School)
- administrative tasks of the College's Music Tuition Program
- maintenance and ordering of instruments, drama props and art tools as directed
- practical assistance for the drama teachers during rehearsals and productions
- setting up for more complex practical art lessons (Middle/Senior Schools)
- assisting set up for art displays
- clerical duties such as document creation and printing
- any other duties as directed by the College.

Requirements

- Before an appointee is able to commence work at Hope Christian College they must have:
 - Working with Children Check
 - Responding to Abuse and Neglect training (full day)

Tenure: Ongoing employment

Level: SSO Grade 1 Assistant, Curriculum

Hours: 2 days per week during school terms 40 weeks (+ 4 weeks Annual Leave)