



An Anglican Boys' School, rooted in Africa, providing a holistic and relevant education in a nurturing, and transforming environment, committed to developing men of principle and compassion.

Music Department Administrator

The following position will become available at Bishops Diocesan College with effect from January 2024 or sooner.

Duties and Responsibilities:

- Assist the Director of Music with diary management and all other secretarial functions
- Provide admin support to all music staff and maintain good relations and communication
- Responsible for keeping records and submitting spreadsheets for all student charges; reconciling charge queries
- Responsible for payroll submissions for all part time music staff
- Assist with concert and staff functions
- Manage music resources – instruments, music library, department supplies
- Log maintenance calls and general building upkeep
- Process supplier invoices and follow up on payments

Qualities and Skills:

- Excellent administrator with good people skills
- High level of attention to detail and good organizational skills
- Strong computer skills particularly in MsWord, MsExcel and Access
- Ability to multi-task and work to deadlines
- Excellent written and verbal communication skills

Experience and Qualification:

- Matric and another suitable qualification (admin/secretarial qualification will serve as an advantage)
- An understanding of music in an educational environment would be an advantage

Interested applicants must be able to work from 10:00am to 6:00pm with the understanding that, at times and under special circumstances, it may be necessary to work later.

Interested applicants should click on the link below to complete the online application form by 06 September 2024.

[online application](#)

Only shortlisted contacts will be contacted by 10 September 2024. Only South African citizens will be considered for permanent post.

www.bishops.org.za

Bishops, in line with POPIA (Protection of Personal Information Act) will attempt to ensure the confidentiality of all applicants for this role. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection, and reporting process. By submitting your application for this position, you are recognising and accepting this disclaimer.

Bishops is committed to transformation. In accordance with our Employment Equity Plan, preference shall be given, but not limited to, candidates from the designated groups.