



# Inspires Individuals

An Anglican Boys School, Equal Opportunity Employer, engaged in a transformation process, and using innovative computer teaching methodologies.

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## Part-time Music Administrator Bishops Prep

The above part time position requires the successful person to work from 08:30 to 13:00.

### The role will include, but not be limited to:

#### Database and Website Management

- Maintain and update the database of the department
- Keep the music school section of the intranet and website updated (student profiles, staff profiles, ensemble lists, etc.)
- Ensure that all spreadsheets, forms, term planners, etc. are kept current

#### Staff Support

- Engage directly and maintain good relations and communication with teaching staff
- Provide support to staff in terms of administrative requirements
- Send out staff reminders about concerts, claim deadlines, etc.
- Prepare new staff members' employee packs for HR (includes drawing up staff contracts)

#### Administration Student/Parent

- Responsible for all student charges eg. book orders & distribution, reeds & strings charges, instrument hire contract maintenance, etc.
- Reconciling charge queries relating to end of term accounts

#### Experience and Skills required

- Excellent people skills and desire to help
- Strong organizational skills with the ability to manage a varied and busy workload
- A keen interest in people, a good sense of humour, the confidence to interact people from a range of backgrounds, the willingness to work as part of a diverse team
- Strong computer skills particularly in MS Word and MS Excel
- An understanding of accounting systems

- Excellent written and verbal communication skills with a high level of attention to detail
- Knowledge of ABRSM and Trinity College of Music examination procedures would be an advantage but not essential

**Applications, including a covering letter and CV and your qualifications, should reach Lorna O'Brien by Friday 11 October 2019.**

**Email: [lorna@obr.co.za](mailto:lorna@obr.co.za)**

**Should you not be contacted by 25 October 2019,**

**Please consider your application as unsuccessful.**

**[www.bishops.org.za](http://www.bishops.org.za)**