



Position Description

Administrative Officer- Music



Welcome to our School

About Haileybury:

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more about Haileybury Rendall School at www.haileyburyrendall.com.au

Working with us

Haileybury Rendall School is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently as a member of our non-academic Professional staff team.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the cultural diversity of all our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background. We are also proudly recognised as a Centre for Excellence in Indigenous Education.

Vision, mission and values

Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.



Our Magenta principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

Position details

Position title	Administrative Officer – Music
Reports to	Head of Music
Employment status	Part-time, ongoing
Commencement date	Term 4

Context

A member of the Administrative Team, the Administrative Officer – Music provides comprehensive support to ensure the smooth operation of the Music Department and assists the Head of Music in their daily responsibilities.

Key Responsibilities:

The Administrative Officer – Music is responsible for:

- Providing administrative support to Music Department including calendar management, scheduling meetings, and preparing and sending correspondence.
- Managing student attendance records and daily movements via SEQTA and Excel, including tracking absences, missed lessons and ongoing attendance issues.
- Assisting with the preparation and distribution of notices and communications specific to the Music Department.
- Supporting the organisation of the Music Department's events, excursions, incursions, assemblies including logistics, bookings, documentation and permissions.
- Maintaining accurate student record systems relevant to the Junior, Middle and Senior School.
- Providing general administrative support such as photocopying, printing, collation, and preparation of documents and materials.
- Collaborating with other members of the Administration Team to provide coverage and assistance across the school as required.
- Managing confidential and sensitive information with discretion and professionalism.



- Logging, tracking, and following up on Maintenance and IT issues to ensure timely resolution and minimal disruption to school operations.
- Overseeing the allocation, distribution, and ongoing maintenance of instruments, and registering purchases on the asset register.
- Creating purchase orders and managing stationery and supplies for the Music Department.
- Undertaking other duties as directed by the Head of Music.

Qualifications and experience

Highly Desirable:

- Previous experience working as an Administrative Officer within an educational environment
- First Aid Qualifications

Personal qualities

- Highly organised
- Patient and relationship oriented
- Enthusiastic and conscientious
- Ability to be part of a dynamic team
- Flexibility and resilience

General information

- The successful candidate will be expected to support the vision and ethos of the School
- Staff must ensure that all decisions pertaining to their role are made in line with current legislations and Haileybury Rendall School Policies and Procedures

Commitment to Child Safety

Haileybury Rendall School is committed to the safety and wellbeing of all children, including those under the care and supervision of the School. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury Rendall School's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

Haileybury Rendall School's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children Clearance, police records and reference checks to ensure that we are recruiting the right people.



Haileybury Rendall School has zero tolerance for child abuse in any form.

Further information

Further information about this position is available from the Director of People and Culture, Mr Ben Bishop.

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