



Position title: Performing Arts Administration Assistant
Reporting to: Head of Faculty – Music / Head of Faculty Dance and Drama
Hire Type: Fixed Term, Full Time
Prepared: July 2026

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

Values

Caring – We look after ourselves, our friends, and our families. We support and encourage each other. We can care for everyone in some way.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Service – We work voluntarily to help others without expecting anything in return.

Primary Purpose of the Role

The Performing Arts Administration Assistant is responsible for providing effective administration assistance around the Performing Arts program. The incumbent will work collaboratively with the Performing Arts Administration Coordinator to oversee the following:

- Supporting the Performing Arts Administration Coordinator in administration and event matters
- Assistance to the Performing Arts staff, including those in the private tuition program
- Assistance to students and parents
- Record management
- Extensive use of Music Monitor
- Assistance with all student individual and shared tuition files including school ensemble lists
- Assistance with casual staff payroll
- Liaise and collaborate with all key stakeholders (internal and external) in a professional timely and effective manner



Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Administration

- Provide administration assistance for the performing arts program (lessons enrolments/cancellations, calendar, instrument hire, scholarships, schedules)
- Assistance with invoicing parents for music books/resources and equipment
- Assistance with payroll of casual music staff
- Monitor waiting lists of shared tuitions
- Assistance with music tutor lesson tally at the end of Term 3, upon delegation from the Performing Arts Administration Coordinator

Support

- Assist key stakeholders and general public with enquiries regarding the music program
- Answer incoming phone calls to the Performing Arts office
- Assisting the Performing Arts Administration Coordinator, Head of Faculty – Music and Head of Faculty – Dance and Drama
- Assistance with Instrument stocktakes

Data Management

Assisting the Performing Arts Administration Coordinator with maintaining the following:

- Accurate sessional tutor staff, specialist staff and student records and mail lists
- Accurate records of students tuitions and ensemble lists
- Timetable management
- Liaise with finance and account
- End of year procedures/ reconciliation
- Re enrolment letter to tuition with new policy information and updated fees.
- Locker management
- Student records including historical data
- Overseeing the marking of tutor roles and add in any additional charges
- Setting up ensemble roles per term
- Setting up new pay dates each semester
- Monthly billing updates

Occupational Health & Safety Responsibilities

- Cooperating with others in relation to actions taken by the School to comply with Occupational Health and
- Safety legislation
- Reporting hazards and incidents
- Participating in relevant training and induction sessions
- Taking reasonable care for your own and your colleagues' health and safety

Other Duties

- Perform various other duties as requested by the Performing Arts Administration Coordinator, Head of



Faculty – Music or Head of Faculty – Dance and Drama

Key Relationships

Head of Faculty – Music / Head of Faculty – Dance and Drama	Principal
Deputy Principal	Head of Learning & Teaching
Director of School Operations	Director of Business
Sessional Music Teachers	Parents
Students	Finance Manager
Students	Performing Arts Coordinator
External Providers	Staff

Experience, Knowledge & Skills

- Extensive experience in administration, preferably in a music/performing arts or school environment
- A technical understanding of music and Music Monitor experience is advantageous but not essential
- Strong interpersonal skills
- Demonstrated ability to build and maintain relationships
- Strong written and verbal communication skills
- Proven ability to manage competing priorities
- Polished communication skills with a high attention to detail
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

Qualifications

Required

- Current Employee Working with Children Check
- National Crime Check

Competencies, Behaviours & Attributes

- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values

Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues



- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies

Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.