



## POSITION DESCRIPTION: Music Administrator

Title	Music Administrator
Reporting to:	Head of Music and Performing Arts
Primary Objective	Alphington Grammar School has a thriving Performing Arts culture and the coordination of instrumental lessons is integral to the continued success of the current program offered and delivered

	<p>and all other finance related items.</p> <ul style="list-style-type: none"> <li>• Provide Reception cover for other areas of the School as required.</li> <li>• Other duties as directed by the Head of Music and Performing Arts.</li> </ul>
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**Values and Behaviours**

**Category Values**

**Expected Behaviours**  
**Demonstrates personal integrity and strong work ethic.**  
**Behaviour demonstrates a team**

## Statement of Commitment to Child Safety

Alphington Grammar School is committed to

**Staff Acknowledgement**

I \_\_\_\_\_ have read the enclosed Position Description  
and understand the roles and responsibilities outlined within.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_