



Position available

Administrator - Music Department

Moriah College invites outstanding individuals to apply for the following position: **Administrator**. This is a **Part Time temporary** role commencing in January 2023 to June 2023 in the Music Department.

Key Duties & Responsibilities:

- General day to day running of the Music office
- Maintenance of documentation and database re new, continuing, discontinuing, external instrumental students.
- Prepare and send emails to Music Camp tutors and conductors. Arrange all documentation, flights and accommodation (where required)
- Answer phones, type correspondence and emails, photocopying, scanning, assist students, parents and staff.
- Regularly check supply of instrumental accessories and order when necessary.
- Update and maintain Music Tutors' records.
- Maintain Music Activities Calendar.
- Record Band Room diary bookings.

Experience Required:

- Proficiency in Microsoft Outlook, Word, Excel, Synergetic / Synweb
- People skills – liaise with students, parents, staff, Executive, etc.
- Time management skills, work to deadlines.

All appointments will be based on merit selection without reference to the religion of applicants. An empathy with the Modern Orthodox Jewish Day School ethos is essential.

Any offer of employment will be subject to background checks and child protection screening.

A valid Working with Children Check and proof of full vaccination is essential.

Application process:

To apply for this position, you will need to be an Australian Citizen/Resident/have a current Australian Work Visa.

In your application, please include a cover letter, your CV and two referees and forward to jobs@moriah.nsw.edu.au

If you have any questions, please email jobs@moriah.nsw.edu.au

Moriah College provides a dynamic working environment where staff are valued and students are committed to learning. Moriah College is a modern Orthodox Jewish Day School with a tradition of strong academic results.

