



Administrative Assistant

Instrumental Music School Services

Position number	00011867
Agreement	Public Sector CSA Agreement 2022 or as replaced
Classification	Level 2
Reports to	Manager Corporate Services (Level 4)
Direct reports	Nil

Context

Instrumental Music School Services (IMSS) provides quality teaching, diverse, stimulating performance and enrichment opportunities, supporting every instrumental music student to realise their full potential.

IMSS collaborates with nearly 500 public schools delivering its program through 330 teaching staff to over 20,000 students across Western Australia to enhance musical education through practical music-making. Our holistic approach emphasises individual growth and group collaboration, offering a structured curriculum in a variety of instrumental disciplines, including Brass, Classical Guitar, Contemporary Guitar and Bass, Percussion, Strings, Voice, and Woodwind.

Students develop creativity, expression, and technical proficiency through weekly lessons and ensemble opportunities.

We believe in integrating music education with the broader school curriculum, enriching academic experiences through artistic development. Our program provides numerous enrichment opportunities, including performances, workshops, and festivals, fostering collaboration and a sense of community among students. Guided by our motto, "Engage Inspire Create", we are dedicated to nurturing a vibrant musical culture and enhancing the cultural fabric of Western Australia.

Information about IMSS is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Provide clerical and administrative support to the work unit in a timely and efficient manner.
- Prepare, process and monitor incoming and outgoing correspondence, and action routine matters by drafting responses and preparing basic reports.
- Maintain an effective correspondence, information and records filing system.
- Prepare and distribute meeting agendas and minutes and undertake follow up actions when required.
- Manage incoming telephone calls, visitor enquiries, diary appointments and meetings, including liaising with schools and parents on IMSS operational matters.
- Assist with travel arrangements, including preparing travel documents, booking flights and accommodation.
- Manage the assets register and ensure adequate office supplies are available.
- Assist with the preparation of the budget, payment of accounts, credit card reconciliation, monitoring of expenditure and preparing reports as required.
- Maintain the Musical Instrument Loan System and manage the collection of musical instruments.
- Administer the operation of school databases and records management information systems, including the Human Resource Management Information System.

Selection criteria

1. Demonstrated experience in clerical and general administrative duties.
2. Demonstrated experience in purchasing, processing of account for payments and monitoring expenditure for a work unit.
3. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise effectively with officers at all levels.
4. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets, word processing and experience using an electronic records management system.
5. Demonstrated sound organisational skills, including the ability to use initiative and work independently and as part of a team.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 11 November 2024
Reference D24/0843078