WESLEY COLLEGE
By daring & by doing

Administration Support (Music Instrumental)
Part-time (22.5 hours per week over 5 days, 44 weeks of the year)
Closing date: 4pm, 11 January 2016
Contact name: Human Resources Adviser
Contact email: hr@wesley.wa.edu.au

Wesley College is a Uniting Church day and boarding school, established since 1923. We provide a caring community, underpinned by strong Christian values, within which our students and staff are encouraged to achieve their individual potential. As part of our team you’ll be a motivated, organised and team-oriented administrator who enjoys assuming responsibility for achieving key targets, embraces diversity and new ideas and shows commitment to the Wesley and wider community.

We are seeking a highly organised professional person who has experience dealing with sensitive and confidential information to join our Music Department. This role provides general administrative support to the Head of Arts and the Arts Department. This part-time role will be employed to work 22.5 hours per week, 9.00am to 1.30pm (ideally) 5 Days per week. Other options will be considered for the right candidate. This position is required for 44 weeks of the year.

The successful applicant will be an organised, autonomous operator, capable of managing and prioritising multiple tasks. Competent with Word and Excel and experience with databases. You will have excellent communication skills and contribute effectively in a team. You will be flexible and a self-starter in your approach to work. Training will be provided on all school specific software.

KEY RESPONSIBILITIES

- Ensure the Head of Arts and the Music Department are supported by undertaking tasks as directed to ensure seamless functioning of the department;
- Credit Card reconciliation and monitoring of payments to Instrumental Tutors
- Creating and processing purchase orders and invoicing for the Arts Department;
- Administration of approximately 25 Instrumental Tutors and those Students involved in the College Instrumental program;
- Administer the service and repairs of instruments, involving the purchase of parts and repertoire.
- Ensure accurate updating and record keeping on the Synergetic database, and extraction of information as required;
- Provide warm, friendly and efficient customer service to potential, current and past parents and students, and other members of the Wesley community;
Provide high quality administrative assistance, as required, in order to fulfil administrative requirements across the College, support other administrative staff and ensure seamless functioning of the College from an administrative perspective.

Our ideal candidate will have:

- Finance/Accounts and systems knowledge particularly in relation to creating and processing purchase orders;
- Data entry experience with high attention to detail;
- Dedication to the provision of excellent customer service and administration support;
- Excellent oral and written communication skills and the ability to liaison with staff, public and members of the Wesley Community and the ability to support and empathise with others, as well as retain composure in high stress situations;
- Exceptional organisational and time management skills and attention to detail;
- A professional and confident approach to work;
- Ability to prioritise, multi task and deliver under tight timeframes and stressful situations;
- Ability to utilise knowledge and experience to work unsupervised and problem solve;
- High level computer skills, especially in word and excel;
- Experience working with database systems is highly desirable (training will be provided on school based system);
- Initiative and ability to work effectively in a team environment to ensure team objectives are achieved; and
- Experience working in a music department will be highly regarded.

The College can provide a vibrant and caring community as your work environment. We offer attractive employment benefits, including competitive remuneration.

Your application should consist of a covering letter addressing the above criteria and a current resume, including at least two referees who can comment on your work performance.

The closing date for applications is 4.00pm, 11 January 2016.

For further information and to APPLY ONLINE please visit https://www.wesley.wa.edu.au/about/working-at-wesley/

Written applications should be addressed to Mr David Gee, Headmaster, and sent to:

Human Resources Adviser
Wesley College
PO Box 149
SOUTH PERTH WA 6951