



Position Available

Music Administration Assistant

Part-Time

Commencing - October 2026



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About Heritage College Lake Macquarie

Heritage College Lake Macquarie (HCLM) is an Independent, co-educational K-12 Christian school located in the growing Lake Macquarie area of Morisset. HCLM staff are responsible for supporting the college to deliver educational services that are effective in preparing every child to meet the challenges of a changing world with courage and confidence. You will play a key role in the delivery of services that support the college to develop in students the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

About the Role

HCLM delivers quality education to enthusiastic students and runs a well-supported and quickly growing music program through a combination of class ensembles, co-curricular ensembles, and individual tuition. Our music department has a vision of "Music Literacy for All", and we seek to engage with our students, parents, and our wider community in working towards this goal.

Responsibilities may include:

- Support the school to promote music education and the School's music program.
- Co-ordinate and liaise with peripatetic Instrumental Teachers.
- Source Instrumental Teachers as required.
- Assist Tutors with timetabling.
- Co-ordinate Tutor invoicing and payments.
- Maintain musical instruments inventory to meet requirements.
- Co-ordinate the servicing and maintenance of musical instruments.
- Liaise with suppliers regarding the purchase of instruments and resources.
- Keep music storerooms organised and tidy.
- Co-ordinate access and use of Music Tuition Rooms.
- Maintain forms / documentation to support the running of the music program.
- Coordinate Student Instrument Hire agreements.
- Maintain records (database) of instruments, music resources and students.
- Assist music students with lessons and timetabling.
- Maintain the Music Library, (catalogue of resources) for students and teachers.
- Assist with coordination for Bands and Ensembles.



- Assist in organising performances at school assemblies.
- Assist in organising concerts, eisteddfods and school musicals.

Key Skills/Qualities

- Self-directed, motivated and creative with a desire for excellence.
- Well organised and accurate with attention to detail.
- Willing to adopt or implement new systems and processes.
- Ability to work autonomously, prioritise and meet deadlines.
- Ability to actively engage in collaborative teams to build collegial partnerships.
- Strong interpersonal skills (able to effectively liaise with parents, staff and students).
- Maintain confidentiality of student and program information.
- Have excellent written and oral communication skills.
- Issue effective communications / messages to parents, staff and students.
- Strong IT skills, including gmail, desktop publishing, data entry, spread sheets.
- Able to draft and format documentation (forms, procedures, handbooks).
- Read, interpret and consistently apply school policy and procedures.

The successful applicant will also have a warm and welcoming disposition, excellent interpersonal and communication skills, and a demonstrated ability for self-directed work, flexibility, creativity and attention to detail.

Requirements for work

- All applicants must demonstrate positive support for the College's Christian values.
- All applicants must have a valid Working With Children Check (WWCC).

How to Apply

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position.

Applications should be submitted via email to applications@heritage.edu.au.

Details of at least two referees will be requested from the successful applicant.

Applications close:

Wednesday, 16 September 2026

