



HOPE
CHRISTIAN COLLEGE
A Ministry of Otago Christian Church

Music Tuition Clerical Assistant Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

Administration is an important role at Hope Christian College. Clerical assistants will be able to work as part of a team and will also be able to work independently. The Music Tuition Clerical Assistant may include some classroom assistance and practical roles. The Clerical assistant will work with, and be directly responsible to the Music teachers and tutors. They will have suitable skills in the area of administration of the Music Tuition Program which includes computer skills and ability to use tutoring and scheduling software. The Clerical assistant will also have excellence verbal communication, planning skills, and the ability to perform in general clerical duties.

Personal Qualities

The Music Tuition Clerical Assistant will have the following personal qualities:

- sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
- dedication to Christian education
- desire to work toward student development through the area of music
- personal integrity
- organised and motivated
- highly interpersonal, able to communicate with staff, students of all ages and parents
- able to maintain confidentiality.

Duties

Clerical assistant duties will be directed by the relevant teachers, but will include (not an exhaustive list):

- administrative of any tasks concerning the College’s Music Tuition Program
- scheduling and rearranging Music Tuition lessons
- some practical assistance for tutors and teachers during musical rehearsals and productions
- Music Tuition duties such as document creation and printing
- any other duties as directed by the College.

Requirements

- Before an appointee is able to commence work at Hope Christian College they must have:
 - Working with Children Check
 - Responding to Abuse and Neglect training (full day)
 - First Aid Certification.

Tenure: On-going employment

Level: SSO Grade 1 Assistant, Administrative

Hours: 15 hours per week, across 5 mornings (8.30am – 11.30am) per week during school terms (40 weeks)

Appointee Name

Appointee Signature Date