



RONDEBOSCH BOYS' HIGH SCHOOL
MUSIC ADMINISTRATIVE ASSISTANT POST

wef 1 January 2024

Rondebosch Boys' High School is seeking the skills of an Administrative Assistant to the Head of Music and the Music Department in the following areas:

- 🌳 Be the front of house person for the department, and point of communication for parents, pupils, staff and outside parties
- 🌳 Co-ordination of the musical and performance activities of the department - program compilation, venue bookings, publicity and ticket sales, catering arrangements, external music exams, competitions, eisteddfods, workshops and outings, Music Scholarship auditions etc.
- 🌳 Communication with parents and staff about forthcoming and ongoing events, lessons missed, progress notes etc.
- 🌳 Arrangements for tours - travel and accommodation bookings, concerts, leisure-time activities etc.
- 🌳 Ordering of sheet music, instruments and accessories, repairs and servicing
- 🌳 Processing of invoices, record keeping for budgets, monthly payment of the part-time music staff
- 🌳 Maintenance and monitoring of teacher lesson records
- 🌳 Enrolment of pupils and the compilation and maintenance of music fees records for the Finance Department
- 🌳 Maintenance of an inventory, photocopying and scanning of documents and music
- 🌳 Scheduling of meetings and the taking of minutes where applicable
- 🌳 Get to know the boys, and be calm, kindly, and supportive of them
- 🌳 Office hours will be 8:00 – 12:00 or 09:00 – 13:00 (open to discussion)

Minimum requirements

- 🌳 Grade 12
- 🌳 Previous experience in an administrative role
- 🌳 Additional administrative qualifications would be advantageous
- 🌳 IT proficiency, especially MS Office, Excel spreadsheets, Google docs, and the ability to fully utilise the school's Ed-admin data management system
- 🌳 Strong interpersonal and organizational skills
- 🌳 Personal experience as a musician will be beneficial but not essential

APPLICATIONS CLOSE: Friday, 17 November 2023

A comprehensive curriculum vitae, with letter of motivation and at least two recent, contactable references **should be hand-delivered to the school or e-mailed to: theheadmaster@rondebosch.com**

Rondebosch Boys' High School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The successful applicant will be required to undergo child protection screening appropriate to the post, including checks with past employers.

Rondebosch Boys' High School promotes and applies the principles of employment equity. In line with our employment equity and diversity strategy, equity policy, plan and targets, preference will be given to suitably qualified candidates from the designated groups.

Rondebosch Boys' High School
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www.rondebosch.com