



ST PIUS X COLLEGE

CHATSWOOD

Cocurricular and Performing Arts Administration Officer

The Cocurricular and Performing Arts Administration Officer is responsible for demonstrating commitment to the Catholic ethos of the College and supporting the development of virtues within its students.

Basic Role Purpose

The Cocurricular and Performing Arts Administration Officer provides administrative and support to the Assistant Principal, Cocurricular and Performing Arts Department, through the Senior Cocurricular and Performing Arts Administration Officer.

Values

- Support the Catholic ethos of the College and the charism of Edmund Rice
- Work constructively with others in a supportive culture of trust and open communication
- Fulfil all duty of care responsibilities
- Support the professional reputation of colleagues, respect confidentiality and raise matters of serious concern with the appropriate authority
- Respond appropriately, and support the decisions made by the College Leadership Team
- Communicate with parents professionally and in a timely manner
- Value and develop collaborative relationships with members of the College community
- Fulfil additional duties requested by the College
- Understand and implement all College policies pertaining to the operation of the College
- Respect the privacy of all members of the College community and exercise sound judgement in handling sensitive information and situations
- Actively participate and contribute positively to any group of which they are a member
- Abide by all regulatory Workplace Health and Safety policies and guidelines
- Adopt a professional and appropriate manner in respect to dress, appearance and conduct

Major Responsibilities and Accountabilities

- **Swimming and Athletics Carnivals – Senior and Junior Schools**
 - Prepare information folders for jobholders including Announcer, Marshals, Timekeepers, Starter and First Aid Officer etc.
 - Prepare and collate record sheets for house points, event results and age champions.
 - Attend Carnivals to set up and manage recording table (including working with Junior School Sports Coordinator to allocate tasks to volunteer parents at Junior School carnivals).
 - Update age champion points model for Junior School Sports Coordinator.
 - Provide House point totals to Administration Secretary.
- **External Carnivals**
 - Provide admin support as required in preparation for any external Carnivals where St Pius is a host school.

Cocurricular - Admin Tasks

- **Rugby Programs** – prepare and print programs for all 1st XV home games at Oxford Falls – include game fixtures, match official listing, team listings, photos and convenor updates and any marketing information such as for Supporters Day.
- **Travel Quotes and Bookings** - obtain quotes and make bookings for flight and transport for sporting tours.
- **Tour Booklets** – prepare and print tour booklets.
- **Woodchatta Fixtures** - prepare each Thursday morning with all confirmed fixtures for the following Saturday – run exports from Clipboard and data merge into summer/winter season excel template, check accuracy before providing to Administration Secretary.
- **Woodchatta Convenors/Coaches Directory** - prepare at the start of each season and provide to Administration Secretary.

Parent Queries

- **Parent Queries** – assist in answering parent queries by phone and email regarding use of Clipboard, changes to registrations, or the details of Cocurricular activities.
- **Parent Queries** – assist in answering parent queries by phone and email regarding any tutor, instrument or ensemble related queries.

Performing Arts – Admin Tasks

- **Rental Instruments** - allocate rental instruments to students.
- **Instrument Inventory** – update the Clipboard inventory of Rental Instruments (have built an inventory using asset barcodes in Clipboard to replace old spreadsheet listings).
- **Repairs and Service** - arrange repairs and service for rental instruments as needed. Update Clipboard service logs.
- **Lesson Timetables** - prepare and provide tutors with College branded lesson timetable templates, and room allocations.
- **Ensemble Admin** - assist Ensemble Directors with labelling new band folders, ordering sheet music.
- **Sheet Music Inventory** – stamp and record new purchases of sheet music for ensembles in the Inventory.
- **Music Stand Banners** - steam before significant concerts/ performances.
- **Studio Programs** - prepare and print studio concert programs for the Performing Arts Festival.
- **Concerts** – work with Performing Arts team on prep and set up for concerts.
- **Tickets** – booking tickets for Excursions or Symphony concerts for Concert Club.
- **Open Day** – assist Performing Arts team and Ensemble directors as needed during Open Day.
- **Admin Support** – provide general admin support to Performing Arts staff.

August 2026