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| <b>POSITION TITLE:</b> | <b>Years 5 &amp; 6 and General Administrator</b>           |
| <b>PREPARED:</b>       | <b>November 2016</b>                                       |
| <b>REPORTS TO:</b>     | <b>Head of Years 5 &amp; 6 and Head of Human Resources</b> |
| <b>PREPARED BY:</b>    | <b>Head of Human Resources</b>                             |

**POSITION PURPOSE**

The Years 5 & 6 Administrator is responsible to the Head of Years 5 & 6 and is the first point of contact for Year 5 & 6 parents and students. The general requirements of the position are to provide a wide range of administrative, IT and receptionist duties associated with the Years 5 & 6. There is a high level of involvement required with managerial, administrative, teaching and other staff, students and parents, in the effective management of this section of the College.

Along with this role other generalist administrative duties will be required across different sections of the College to which the Head of Human Resources will allocate.

**POSITION STATUS**

This is a full time term time position, that is, from 8.00am to 4.00pm during staff term time. Annual leave is included in College non-attendance time.

Currently the proposed split between the two roles is as follows:

8.00am to 11.00am and 3.00pm to 4.00pm – Years 5 & 6 Administrative duties.

A 15minute morning tea break to be taken at 11.00am.

11.15am to 3pm – Other administrative Duties. A 30 min lunch break will be taken within this time frame.

**DUTIES AND ESSENTIAL JOB FUNCTIONS**

| Duties – Year 5 & 6 Administrator  | Success measure   |
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| In conjunction with the absentee administrator, ensure an up-to-date absent list of students is maintained throughout the day. This may include entering messages and notes from parents of absent students into Synergetic. This also includes issuing late and Health centre passes to students. | By recess each day there should be an up-to-date and reliable list of absent students with reasons for their absence. |
| Enter excursion and camp lists into Synergetic prior to the date and ensure staff have prepared the correct paperwork ready for the excursion or camp. This includes assisting with excursion and function forms and also assisting the Outdoor Education staff with distribution of information.  | Knowing the whereabouts of students when they are off campus for school camps, excursions etc.                        |
| Help parents with problems and relay messages to the Head of Years 5 & 6 and teachers via email/phone message.   | Ensure effective communication between parents and staff.   |

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| Be available for students – help with any queries or problems especially during recess breaks, including first aid in the absence of a College nurse.  | Helping students with straightforward problems and screening and handling matters.                   |
| Assist the Head of Years 5 & 6 with the organisation of relief teachers. This includes having up to date student information to give to the relief teacher.  | Relief teachers are well informed for the day  |
| Preparation and distribution of weekly Year 5 & 6 news via STL Link.   | Accurate and informative information sent in a timely manner   |
| Maintain stationery supplies, through finance, and medical supplies, by liaising with the Health centre, for the Years 5 & 6 area.   | Keeping an inventory as appropriate  |
| Assist with Parent Teacher evenings; sending out notifications when the interview times are available online and assisting both Staff and parents with scheduling of interviews. This includes helping parents and teachers organise last minute appointment requests and appointments where students are absent with illness or on camps and excursions.  | Ensuring there is an up-to-date schedule of appointment  |
| Typing of programs for awards ceremonies, prize giving, etc. This includes helping to plan the Celebration Night and preparing PowerPoint presentations for such events.   | Well-presented and accurate program for distribution to parents, students and staff.                 |
| Prepare correspondence especially for the Head of Years 5 & 6 and other teaching staff as required.<br>This includes the proof reading of teaching staff correspondence for errors and that correct style guide has been used before final printing.<br>Remind staff of the correct correspondence that needs to be prepared before events.<br>Email information/letters/notices to parents as required. | Accurate correspondence between staff and parents.<br>All documents follow correct style guidelines. |
| Collection and distribution of external and internal mail.   | Good communication both within the College and between staff and the wider community.                |
| Organise photocopying and distribution, where necessary, of documentation pertaining to Years 5 & 6  | Accurately and in a timely manner  |
| Distribute notices, messages, lost property and other material.  | Effective distribution services.   |
| Keep student records up-to-date on the data base, Synergetic.  | Accurate and timely updating   |
| Maintain filing system.  | Accurate, logical and accessible record keeping.   |
| Ensure the 5 & 6 buildings have up-to-date displays, this includes updating the TV screens with daily news   | Timely and appropriate   |

| Duties – Other General Administrative Duties   | Success measure             |
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| Assisting Hart Theatre with administrative tasks   | Effective communication     |
| Data entry   | Accurate and timely updates |
| Assisting in other areas of the College, such as Reception, Facilities, Junior, Middle and Senior Schools when additional administration and support staff is needed | Working as a team           |
| Any other tasks as deemed appropriate for the either role.   |                             |

### Qualifications and Experience

- A tertiary qualification (e.g. Diploma or Certificate level) in a relevant area will be highly regarded.
- First Aid qualified, level 2

### Essential Skills and Knowledge

- Outstanding relationship management and communication skills.
- Ability to communicate effectively both verbally and in writing.
- Demonstrated ability in setting priorities, planning and organising workload.
- IT skills using a range of software including Office, and database (Synergetic) management
- Ensured attention to detail.
- Demonstrated flexibility in work practices.

### GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children check before any position will be confirmed.

The College:

- is an equal opportunity employer;
- complies with the requirements of the Privacy Act;
- has a strong commitment to OH&S;
- will not tolerate harassment of any kind.

We value:

- Communication – effective, helpful and positive.
- Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
- Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
- Accountability – we do our work with honesty, integrity and enthusiasm.
- Performance – we perform to the best of our ability.
- Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

All staff are expected to actively support these standards.

## **OTHER SKILLS AND ATTRIBUTES**

Discretion and confidentiality are essential

Initiative and confidence to make contributions/suggestions

Time management skills - able to work to deadlines

Overall good interpersonal skills when working in a team environment

## **Child Safety and Protection Responsibilities**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.