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**POSITION TITLE:** ACS Administrator  
**PREPARED:** July 2019  
**REPORTS TO:** ACS Executive Officer  
**Prepared by:** Head of Human Resources, St Leonard's College

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#### **POSITION PURPOSE**

The Association of Co-Educational Schools (ACS) is made up of six schools: St Leonard's College, Loyola College, Overnewton Anglican Community College, St Michael's Grammar School, Thomas Carr College, Westbourne Grammar School and Associate member, Beaconhills College.

Reporting to the ACS Executive Officer, this role supports all areas of the ACS administration.

#### **POSITION STATUS**

Casual, two days per week 9.00am to 5.00pm working with the ACS Executive Officer until the end of term 4 2019. This role has potential for ongoing work in 2020.

Preferred days are Wednesday and Thursday. In addition, the administrator will be required for an additional day prior to each of the three ACS Championships.

#### **KEY ROLES AND RESPONSIBILITIES**

- Working knowledge of the administrative systems and general ACS matters;
- To assist with the administration of the championships and special events, including attending as required and archiving of results;
- Assist in the administration of the weekly sporting competitions and the ResultsVault online competition management system;
- Assist in preparing risk management documentation and the ongoing review and monitoring;
- Managing Child Safety processes and monitoring status of Working with Children Card checks of officials;
- To maintain and develop the ACS website so it is up to date and relevant, including managing image approvals from member schools and writing content;
- Assist with preparing of multimedia presentations, certificates, brochures for events or promotion of ACS activities;
- Any other tasks as deemed appropriate.

#### **Key skills:**

- Excellent interpersonal and communication skills;
- Excellent with WORD, EXCEL, POWERPOINT, PUBLISHER and other online platforms;
- Excellent administrative skills with a meticulous eye for detail (proof-reading);
- Ability to use WordPress for managing the ACS website;
- Ability to use Photoshop to prepare images for the ACS website and other publications;
- Ability to work independently;
- Ability to prioritise competing work demands, process large volumes of work and work to deadlines;
- Be flexible to change;
- Interest in sport.

## **GENERAL RESPONSIBILITIES**

As a part of St Leonard's College, ACS 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.
- 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.

## **Child Safety and Protection Responsibilities**

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

The ACS and St Leonard's College have a zero tolerance for child abuse and are 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 programme across the entire College community.

All staff are responsible for understanding and applying the ACS and St Leonard's 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.