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Position Title:	Junior School Administrator
Dated:	November 2023
Reports to:	Head of Junior School
Prepared by:	Director of Human Resources

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## Position Purpose

The Junior School Administrator is the Personal Assistant to the Head of Junior School and is the first contact for Junior School parents and students. The general requirements of the position are to provide a wide range of administrative, IT and receptionist duties associated with the Junior School of the College.

The position requires professionalism in working in a team of teaching, and general staff, as well as support and assistance to both parents and students. More specifically it requires good interpersonal skills, a high degree of integrity, reliability, confidentiality, initiative, flexibility and good organisational skills.

## Position Status

This is a permanent full time role commencing Monday 15<sup>th</sup> January 2024.

Proposed work hours are 8.00am – 4.00pm.

The role includes six weeks annual leave plus College deemed shut down days, usually five per year.

Due to the nature of the position, it is generally expected that annual leave will be taken during school holiday periods.

## Working Relationships

The Junior School Administrator is responsible to the Head of Junior School and also liaises and supports the Deputy Head of Junior School, IB PYP Coordinator, Junior School Counsellor, class teachers, teacher aides and assistants from Early Learning Centre to year 4, General staff and Music staff. Collaboration is essential in also working with other administration staff, assistants of other Heads of School across the College.

## Duties & Essential Job Functions

### Functions

- Maintain the Head of Junior School's electronic diary entering calendar events, subject classes, organising appointments etc.
- In conjunction with the absentee administrator, ensure an up to date absent list of students I maintained throughout the day. This may include entering messages and notes from parents of absent students into Synergetic and issuing of late passes to students.
- Managing first aid requirements of Junior School students in conjunction with the College nurse.
- Administration of student medication as directed by the College nurse or by parents
- 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.
- Help parents with problems and relay messages to teachers via email/phone message.

- Be available for students – help with any queries or problems especially during recess and lunch breaks, including first aid and absence of the College nurse. Assist children with personal hygiene.
- Preparation of weekly “Junior School Weekly Events”. Working with the Deputy Head of Junior School to document staff absences each week.
- Organisation, scheduling and catering of Parent Teacher evenings; ensuring parents are aware of the scheduling process.
- Maintain good housekeeping at reception and staff areas.
- Prepare correspondence as required across Junior School.
- Prepare weekly communication to parents
- Collection and distribution of external and internal mail.
- Distribute notices, messages, lost property and other material – including the use of digital signage
- Maintain Student records on data base
- Maintain Filing system (online)
- Managing follow-up of urgent maintenance issues
- Organisation of functions and events in collaboration with the Events Manager
- Organise the copying of materials through the Print Centre

#### **Other Functions and Responsibilities**

- Providing support to staff in the use of College Software (in particular, Synergetic).
- Completion and management of function forms for Junior School
- Administration of appointments for the Junior School Counsellor
- Any other tasks as deemed appropriate

#### **Other Skills and Attributes**

- Demonstrated ability and success in a similar support role, ideally in the Education sector
- 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

#### **Qualifications specific for the role**

- Business Administration diploma/certificate/degree
- Demonstrated proficiency in the Microsoft Office suite – Word, Access, Excel, Publisher, PowerPoint
- Current First Aid, CPR and Anaphylaxis qualifications.  
If necessary these can be completed at the College in January.

#### **Qualifications and Experience**

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

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

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

## 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.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - will not tolerate harassment of any kind.

- College Standards - all staff are expected to actively support the following standards:
  - 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.