

**Position Title:** Senior School Administrator

**Dated:** November 2021

**Reports To:** Head of Senior School

**Prepared by:** Head of Human Resources

## Position Purpose

The Senior School Administrator is responsible to the Head of Senior School. The general requirements of the position are to provide a wide range of administrative, secretarial and receptionist duties associated with Senior School.

There is a high level of involvement and collaboration required with managerial, administrative, teaching and other staff as well as with students and parents. This position requires the effective management of the section of the College accommodating more than five hundred 14 to 19-year-old students and one hundred Pastoral and Teaching staff.

## Position Status

This role is a full-time position with four weeks' annual leave plus College deemed shut down days, usually four per year.

Regular working hours are 8.00am to 4.00pm. Any variation to these is by mutual agreement with the Head of Senior School.

## Working Relationships

Maintain excellent reporting relationships with the Head of Senior School and VCE Coordinator, IBDP Coordinator, Head of Careers, Senior School Counsellor, Heads of Year, Deputy Heads of Year, Mentors and other Administrative staff.

## Duties & Essential Job Functions

- Maintain Head of Senior School electronic diary entering calendar events, subject classes, organising appointments etc.
- Enter messages and notes from parents of absent students into Synergetic.
- Enter excursion lists into Synergetic prior to the date. Scan approved excursions on to STL Link.
- Provide student participation lists to Heads of House for various House events
- Take phone messages from parents regarding absences or lateness or help with problems and relay messages to staff.
- Provide end of Semester academic reports to parents as requested.
- Set up online bookings for Parent/Teacher/Student evenings, sending out notifications and facilitating appointments where necessary.

- Organisation of contents for programs for awards ceremonies, speech night, valedictory dinner, etc.
- Meeting and greeting guests and helping at school functions such as valedictory evening and awards ceremonies and scholar's assembly.
- Arrange appointments for parents with Head of Senior School and members of the Senior School leadership team
- Arrange appointments for parents with Head of Senior School and senior staff and teachers
- Collection and distribution of external and internal mail
- Organise photocopying where necessary and distributing
- Distribute notices, messages, St Leonard's News, lost property and other material
- Keep student records up-to-date on data base
- Maintain filing system
- Finalise and distribute personal references
- With Heads of Year, sort the Leonardian, student diaries, photographs and ID Cards into Mentor Groups for collection
- Organisation of Senior Formal, in conjunction with Head of Senior School and Student organising committee.

*Support for Staff:*

- Liaising with the Head of Senior School, Heads of Year and Deputy Heads of Year regarding administrative arrangements for various activities and parent contact
- Assist Senior School teaching staff with general correspondence and notices
- Liaising with members of staff in relation to sporting events, private drama, class excursions, functions and preparation of correspondence when required
- Collating and recording of permission slips for school excursions
- Assisting with distribution of information regarding Senior School camps and holiday programs
- Being an initial contact for relaying requests to the Senior School staff and at times screening matters which can be handled efficiently by the Senior School administrator
- Being aware of staff teaching commitments, meetings and appointments to avoid excessive interruptions and demands
- Senior School Assemblies – Running sheet and liaison with the Director of Music for musical items, prepare badges and certificates. Enter all awards onto Synergetic
- Year 12 Conference – Ormond College. Work with Head of Senior School on bookings, administration and folders for all staff and students attending
- Communicate with Head of House and Marketing on deadlines for House Colours certificates
- Check student's applications for Half and Full College colours for accuracy and approval by Head of Senior School
- Set up online bookings for Year 10 parent/student career and subject choice interviews with the Head of Careers
- Set up online bookings for Year 12 student career interviews with the Head of Careers

*Support for Students:*

- Assisting students when the school nurse is absent and providing the necessary first aid in the first instance
- Be available for students – help with any queries or problems especially during recess and lunch breaks.

*Support for Parents and the College Community:*

- Assisting parents on practical matters such as the location of lost property and relaying of messages.
- Often being the first point of contact for distressed parents, providing reassurance and assistance; obviating need for contact with other admin or teaching staff
- During College non-attendance time maintaining communication with parents and, where teaching staff are away, offering assistance and advice where possible.

*Support for the Practical Administration of the College:*

- Supervise bookings in the Senior School Meeting room diary and keeping room clean and tidy
- Inform the maintenance staff via MyMaintenance of problems with breakages, building and plumbing problems, cleaning requirements, supply of bathroom equipment, end of term inventories
- An ability to work well as a member of a team. At times this may include assisting in other areas of the College, such as Reception or the Curriculum Office and other sections when additional administration and support staff is needed

Any other tasks as deemed appropriate for the role.

### Essential Skills

- Proficient (advanced) use of the Microsoft suite of products.
- Experience and proficiency in using mail merge, sorting, tables etc. is essential.
- Advanced experience with use of Outlook calendar management.
- Sound organisational and time management skills.
- Work calmly under pressure.
- Capability in the writing, editing and drafting of documents.
- Strong interpersonal skills, initiative and discretion.
- Ability to prioritise work and work to a tight timeline with attention to detail.
- Good communication skills – both oral and written.
- Ability to effectively communicate with members of the College community and the general public.
- Ability to communicate well with students.
- Neat grooming and a professional presentation, both in terms of dress, language and behaviour
- Level 2 or more first aid qualification, including yearly updates of CPR

### 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, 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 870.

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. 870, 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 2020*, and any subsequent Agreement.

It is a condition of employment that all employees are compliant with COVID-19 Mandatory Vaccination (Specified Facilities) Directions (No 10) and any subsequent vaccination directions.

- 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.