



Position Title:	VCE / VET Office Administrator
Dated:	May 2021
Reports To:	VCE Coordinator
Prepared by:	Head of Human Resources

Position Purpose

The major component of this position is providing administrative support to the College's VCE / VET Coordinator and using the VASS database as the College's VASS Administrator.

An important aspect of this position is to be available and be of assistance when the VCE / VET Coordinator is unavailable. This requires a thorough knowledge of the operation of VCE and VET, and supporting VASS database so that questions may be answered or matters dealt with and where appropriate matters referred for further action. A high level of understanding of the College's year 10, 11 and 12 VCE and VCE / VET Program and Curriculum is required due to the nature of the position's work with the VCE and VET.

This position is required to effectively liaise, on behalf of the College, with external Victorian Curriculum and Assessment Authority (VCAA) staff and various institutions that deliver the VET program. The position also interacts daily with students and parents, Head of Careers, Head of Senior School, Heads of Year and teachers.

The position deals with very sensitive information during periods of high pressure and is required to apply utmost discretion. There is a very high level of accountability associated with this position.

The VCE / VET Office Administrator operates in a collegiate manner. As a member of a very small team; flexibility, empathy for co-workers, students and parents is of paramount importance.

Position Status

While the hours of employment are generally 8.30am to 4.30pm, this role requires flexibility which, while not exhaustive, includes the following out of hour events. Time in lieu to be taken for these events.

- Parent information evenings
- Tertiary information sessions
- VCE reporting and examinations periods
- Year level and subject information sessions
- Supervision of assessment tasks, usually after school

This is a permanent full-time position, with six weeks annual leave (negotiable). Annual leave is to be taken during non-term time weeks and does not accrue.

It is expected that attendance will include the following days not in staff College term time

- Three days prior to the start of the College academic year in January
- VCE practice exams, usually held in the third week of the term 3-4 break
- VCE exam day, the Monday prior to Melbourne Cup Day
- VCE result days; both the day before and the day of the results

Reporting Relationships

While all staff are ultimately responsible to the Principal, in the first instance the incumbent will report to the VCE Coordinator. However, this position is responsible to several different people for components of the role.

Duties and Essential Job Functions

- Liaison with the Victorian Curriculum and Assessment Authority (VCAA)
- Liaison with various institutions that deliver the VET program
- Distribution of VCAA documentation to staff, in accordance with VCAA directions
- Maintenance of VCE procedures manuals and the distribution to staff and students
- Maintenance of VCE assessment calendar
- VCE Curriculum enquiries (teachers, students, parents) or direction of such enquires to the VCE / VET Coordinator or Head of Careers
- VCE correspondence (internal/external)
- Maintenance of VCE noticeboards, with distribution of advertising material to relevant staff
- Collection, input and maintenance of the College's VCE and VCE / VET database and email information, including:
 - Student details
 - Subject changes VASS only
 - Class/teacher information
 - Distribution and checking of results sheets and maintaining personal details
 - Registration and maintaining all personal details of all years 11 & 12 IB students for the GAT
 - Registration and maintaining all personal details and results for VCE / VET students
 - Registration of all year 10 students in the Department of Education and Training's 'On Track' survey
 - Student results input and distribution.
- Daily email clearance
- Assisting the VCE / VET Coordinator with the rescheduling and supervision of deferred assessment tasks
- Assistance in the timetabling of the VCE October practice exams and the year 10 & 11 exams in June and November
- Processing of all paperwork in relation to external exams, including the GAT and VCE exams in October and November.
- Supervise language students and other subjects done outside of school
- The incumbent may be called upon to assist and support other administrators with a range of general office functions from time to time. All staff are expected to respond to parent, staff and student enquiries whether specific or general in nature in a timely, polite and efficient manner.
- Any other tasks as deemed appropriate.

Qualifications

Required

- Experienced in and knowledgeable of VCE / VET administrative processes and specifically VASS database -must be VASS trained
- Diploma or Certificate IV in Secretarial Studies or Business Administration
- Able to manage with little direction and guidance
- Proven integrity and reliability
- Very strong interpersonal and communication skills
- Excellent time management and organisational skills
- Ability to prioritise work
- Uses initiative
- Is accountable

- Is flexible and adaptable
- Is able to work effectively and efficiently under pressure
- Ability to work well as a member of a team
- Competence in the use of information technology
- Neat grooming and a professional presentation, both in terms of dress, language and behaviour.

Preferred

- Supportive of the private school education system
- Broad understanding of curriculum and its components, especially the Victorian Certificate of Education
- Had experience in, and understanding of, the broader range of office duties.

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 an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- 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.
- 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.

Child Safe 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 Safe Programme across the entire College community.

All staff are 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.

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.