



Position Title:	VCE / VET Office Administrator
Dated:	November 2022
Reports To:	VCE and VET Coordinators
Prepared by:	Head of Human Resources

Position Purpose

The major component of this position is providing administrative support to the College's VCE and VET Coordinators 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 and VET Coordinators are unavailable. This requires a thorough knowledge of the operation of both VCE and VET programs and proficiency in the use of the VASS database. A high level of understanding of the College's year 10, 11 and 12 VCE and 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. The position also interacts daily with students and parents, College's Career Counsellor, Head of Senior School, College Heads of Year and teachers.

The position deals with very sensitive information during periods of high pressure and the person in this role 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 and 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. 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 and VET Coordinators. 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)
- 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
- Ensure all VCE and VET correspondence (internal and external) is completed in a timely manner
- 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 year 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 and VET Coordinators 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 and skills

- Experienced in and knowledgeable of VCE and VET administrative processes and specifically VASS database - preferably VASS trained
- Diploma or Certificate IV in Secretarial Studies or Business Administration
- Able to manage with little direction and guidance
- Excellent time management and organisational skills
- Competence in the use of information technology

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 2020*, 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.
- 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