



Position Title:
School Administration Officer

Classification: School Officer – Middle School
Level: 2 Cat C FTE 1
12 month fixed term

1. Purpose of Position

The School Administration Officer is responsible for the implementation of the College Vision and Mission, College policies and in particular, provides service and support to the Head of Middle School, staff, parents and students.

2. Organisational Relationships

This position is responsible to the Principal, through the Student Reception Team Leader and Head of Middle School on a day to day basis and through the Business Manager on an administrative level.

3. Key Accountabilities

- 3.1. The Middle School Administration Officer is expected to work effectively and collaboratively with their Team leader and the School Administration officer on a day to day basis will work together to ensure both schools are tended too in a prompt and efficient manner.
- 3.2. Entering and monitoring student attendance, including issuing late passes and monitoring and entering of early exits. This function is not school specific. This will also include assisting the Team Leader in attendance management of VCE students studying at Tertiary institutes offsite
- 3.3. Maintaining an accurate record of student absences on SIMON and reporting to the Heads of School and respective Year Level Co-ordinator as required
- 3.4. Drafting, typing and circulating documents to parents on a range of student and College matters, keeping in line with the College's templates
- 3.5. Liaise with Canteen in respect of School's catering needs as required
- 3.6. Organising, minuting and distributing minutes of relevant meetings as directed
- 3.7. Liaising with and supporting other College staff in particular the administrative staff
- 3.9. Entering and uploading student notices onto SIMON within the appropriate timeframe as directed
- 3.10. Arranging parent interviews for the Head of School, Heads of Learning & Teaching and Year Level Co-ordinators as required
- 3.11. Forwarding work from staff that is to be passed onto students who are on leave
- 3.12. Assisting the Team Leader with the entry of data into VASS, preparing for NAPLAN and CareMonkey
- 3.13. Yard Duty Folders are collected and teachers called if folders not collected. A Wet Weather Program will be called if raining outside seek permission from Senior Director or a CEG member
- 3.14. Collate and print mid and end of year exams
- 3.15. Liaising with the Heads of Learning & Teaching as required
- 3.16. As directed by the Principal or College Executive, through the Team Leader carry out any other duties deemed to be within the incumbent's skill, competence and training
- 3.17. Ensuring that effective customer service and support is provided at all times when dealing with parents, students, staff, contractors and the general public
- 3.18. Attending and supporting College activities such as Open Day, information nights, as required. From time to time these may occur outside normal working hours

4. Necessary Skills and Attributes

- 4.1. Demonstrates an understanding and acceptance of the Thomas Carr College Vision and Mission Statement and the values that underpin it
- 4.2. Demonstrates respect for and commitment to the educational philosophy of the College
- 4.3. Able to liaise effectively with staff, students and families at all levels
- 4.4. Has a high level of written, computer and verbal communication skills
- 4.5. Professionalism and confidentiality upheld at all times
- 4.6. Able to prioritise a range of tasks and manage time effectively to meet agreed deadlines
- 4.7. Demonstrates an ability and drive to comply with Thomas Carr College's standard processes and organisational policies
- 4.8. Demonstrates professionalism, diplomacy and integrity at all times with committed support to the Principal, College Executive and other staff members in keeping with the College values
- 4.9. Pastoral Care and Child Safety
 - Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured

- Be familiar and comply with the College's Commitment to Child Safety, Child Safe Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing and complies with the College's *Student Wellbeing Support & Counselling Procedures: A Guide for Teachers*
- Exercise pastoral care in a manner which reflects College values

5. Performance Measures

- 5.1 Demonstrates a high level of planning and organisation
- 5.2 Is involved in continual professional learning through applied and on the job learning
- 5.3 Value adds to the College strategic direction
- 5.4 Effective resource and time management
- 5.5 Develops operational processes and procedures to enhance the effectiveness of the relevant School office
- 5.6 Develops and enhances the Colleges ability to provide effective and professional administration and customer service
- 5.7 Is an effective team player and works collaboratively with all levels
- 5.8 Other measures that arise through the Annual Review Meeting

6. Key Selection Criteria

- 6.1 Essential
 - Able to demonstrate exceptional organisational skills
 - Is versatile, has initiative, is team orientated and is approachable
 - Be professionally groomed
 - Expertise in using computer databases, the internet, email navigation, Adobe and Microsoft Office, in particular Word and Excel
 - Has prior experience in an office environment and/or has a post-secondary qualification
 - Can demonstrate a high level of understanding of the positions responsibilities
 - Able to gain and keep successful registration of a Working With Children Check and successfully passes a National Police Record History Check
- 6.2 Desirable
 - Prior experience in a secondary school setting
 - A working knowledge of Synergetic
 - Holds a current First Aid Certificate Level 2
 - Has a current Victorian drivers licence

7. Review

This position will be reviewed on an annual basis

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Signature: _____ Date: _____

Authorised by (Employer Representatives)

Business Manager Signature: _____ Date: _____

Principal Signature: _____ Date: _____