



Senior School Administration Assistant

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Oxley Christian College Vision, Mission and Values Statements

Oxley Christian College vision, mission and values are, correspondingly, to:

- Delight in God's love through inspired learning.
- Provide an education for excellence within a Biblical Christian worldview.
- Engage in and promote whatever is true, good and beautiful.

1. Position Summary

POSITION TITLE:	Senior School Administration Assistant
AREA / DEPARTMENT:	Senior School Administration/Operations
RESPONSIBLE TO:	Deputy Principal - Head of Senior School Head of Senior School Operations
ADDITIONAL KEY RELATIONSHIPS:	Senior School Leadership Team, Senior School Teaching and Learning Team, Senior School Admin Team, Senior School Learning Enhancement Team, Senior School Coordinators, Head of Sport.
FULL TIME / PART TIME	Part Time/Full time

2. Responsibilities

The Senior School Administrative Assistant is accountable to the Deputy Principal - Head Senior School. This role will be responsible for the provision of high-quality information, administration and support to facilitate the achievement of the College's organisational goals.

The Deputy Principal - Head of Senior School and the Senior School Leadership Team will allocate tasks and functions appropriate to the daily and mid-range administrative and management needs of the Senior School.

3. Duties

3.1 Provide operational, administrative and functional support to the Senior School

- Facilitate and contribute to the efficient and effective operation of the Senior School in providing daily operational support in the co-ordination and production of resources required to sustain the immediate, mid-range administrative needs of the Senior School.
- Provide support to Senior School staff in the development of quality resources to enhance effectiveness in teaching and learning; communication and information; data processing and systems.
- Assist the Deputy Principal - Head of Senior School and the Senior School Leadership Team in the management of processes to facilitate various operational outcomes.
- Liaise with internal stakeholders as directed by the Deputy Principal - Head of Senior School and the Senior School Leadership Team to resolve issues and help co-ordinate events within the Senior School.
- Perform a range of administrative tasks and functions that assist in the co-ordination of daily routines as appropriate and as requested by the Deputy Principal - Head of Senior School and the Senior School Leadership Team.
- Act with transparency and provide exceptional customer service to all who access the Senior School.
- Act as a staff administrator for the Senior School communications as part of the Senior School Administration Team.
- Assist the Head of Sport and Senior School teachers with confirming bookings with external service providers including but not limited to: transportation, venue bookings, excursions/incursions, school catering requests, securing and confirming internal booking, assist with the coordination of school events etc.
- Assist in the organisation of the Subject blocks (grid lines) for timetabling purposes and liaising with the Deputy Principal and the Senior School Operations
- Provide students' subject enrolments to the VASS office.
- Organise class subject lists at the beginning of the year and with each changeover of Cycle/semester.
- Assist with the organisation of semester examination timetables and trial examinations.
- Assist with the organisation of Senior School Parent Teacher Interview (PTI) sessions

3.2 Student Subject Selections Administration

- Liaise with the Deputy Principal – Head of Senior School, Senior School Timetabler, the Senior School Administration Team, Senior School Pastoral Leaders the Pathways Coordinator with regard to the Subject Selection timeline.
- Assist with the preparation and distribution of subject selection forms and the online subject selection (Web Preferences) program.
- Receive recommendations for changes to the Teaching and Learning program of the College e.g. addition of new subjects.

- Assume responsibility for all student subject selection changes in liaison with the Pathways Coordinator
- Liaise with parents, as required, regarding subject selection.

3.3 Perform reception duties in the Senior School or Front Desk Administration as required

- Assist with the development of effective processes that will enable accuracy and efficiency in the preparation, proofing and editing of documentation.
- Complete tasks and functions for key operational areas as coordinated by the *Deputy Principal - Head of Senior School* and the *Senior School Leadership Team*.
- Take responsibility for the application of quality control processes to ensure the production of high-quality outcomes.
- Respond to enquiries about the events and activities relevant to the Senior School.
- Meet deadlines for print materials and documentation and advise the *Deputy Principal - Head of Senior School* and the *Senior School Leadership Team* if there will be a delay in meeting timelines.

4. **Other Duties**

- Any other duties as delegated by the Principal.

5. **Communication**

- Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

6. **Key Performance Indicators**

- Experienced personal assistant/administrative assistant or operations experience in a school context with high level data entry and typing skills.
- Competent with the Microsoft Office products (including Word, PowerPoint, and Excel) and familiar with school data management systems (PRISMS, Synergetic and SEQTA) is desirable.
- Ability to provide high level operational an administration service to the Senior School.
- Ensure timely delivery of accurate and complete administrative resources and fulfilment of designated administrative duties.
- Demonstrate excellent problem solving, analytical and critical thinking skills.
- Demonstrate the ability to implement, manage and review sustainable workflow communication processes demonstrate a high ability to communicate and articulate educational issues and perspectives.
- Demonstrated ability maintain confidentiality and trust.
- Model exemplary ethical and behaviour and exercise informed judgments in all professional interactions
- Demonstrate a positive and flexible attitude.
- Demonstrate well-developed time management and organisational skills.

7. **Meetings Required to Attend:**

To fulfill this role, the holder of this role is required to attending the following meetings:

- Senior School Admin Team
- Senior School Meetings
- Any other meetings as designated by the Deputy Principal – Head of Senior School

8. Occupational Health and Safety

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- Have knowledge of, and comply with the College's OHS policies and procedures
- Comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- Report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

9. Child Safe

Demonstrate a commitment to compliance with ministerial order MO .1359 as implemented by Oxley Christian College's adoption of the child safe standards and the Oxley Christian College Staff Code of Conduct and related policies.

10. General Criteria

- Commitment to the Vision/Mission of the College
- Demonstrate an understanding of the duties and responsibilities of the specific role.
- Demonstrate a high level of communication and interpersonal skills.
- Openness to lead and challenge others in a collegial, consultative and professional manner.
- Maintain a high level of planning and organisational skills.
- Have a range of experiences outside/inside the College.
- Demonstrate ability to support the faith development of staff and students within the College.
- Demonstrate ability to support the Strategic Direction and yearly Action Plan of the College as published.
- Commitment to implementing agreed processes that focus on improving student outcomes.
- A demonstrated ability to respond proactively to school-based needs in relation to the specific area.
- A demonstrated commitment to the use of learning technologies in this position and in the classroom.
- Commitment to constant improvement and a willingness to undertake training, professional. development and further education.