



## Administration Assistant - Curriculum

### Position Details

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| Position Title   | <b>Administration Assistant - Curriculum</b> |
| Date Established | January 2020                                 |
| Reporting to     | Principal/Heads of School                    |
| Supervised by    | Administration Team Leader                   |
| Department       | Administration                               |
| FTE              | Part-time, 3 days per week                   |

### Key Objective

This position is responsible for the delivery of timely, efficient and effective high level office administration, student curriculum information coordination and confidential support service for the Heads of School.

The Administration Assistant - Curriculum will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. Strong organisational ability, flexibility and administrative management skills are also required.

The ability to interact with Heads of School, staff and students at all levels in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability, and attention to detail are equally important.

### Key Relationships

**Heads of School** – to work collaboratively to identify needs, initiate change and facilitate innovation whilst handling all aspects of administration relating to student subject information and curriculum requirements.

**Staff** – to influence and empower colleagues to work towards continuous improvement by modelling the operation of professional, collaborative and confidential behaviours at all times.

**Students** – to engage with students at all levels, modelling the core values and behaviours which define the Medowie Christian School community.

**School Community** – develop close working relationships with all members of the school community.

**Federal and State Government Agencies** – to ensure that all school performance standards and compliance requirements are met, to remain current with relevant policy developments and facilitate outcomes which benefit the school.

**Professional, educational and school associations and networks, domestic and international** – to engage in ongoing professional learning and build relationships and networks that create current and future opportunities for the school and its students.



## Key Responsibilities

### 1. Management of P-12 Student Curriculum

- Management of all administration associated with P-12 Curriculum (including internal and external Assessment reporting, assessment booklets,
- Advising school leadership of matters pertaining to P-12 Curriculum
- Create and maintain an action plan for all recurring data collection, assessments and government reporting
- All administration associated with internal and external assessments, parent/teacher interviews and government reporting. (including NAPLAN, Minimum Standards, HSC examinations)
- Facilitate and maintain all policies and procedures relating to Curriculum (including syllabuses for all subjects)
- Executive support for the Heads of School in matters relating to P-12 Curriculum
- Developing and implementing procedures to appropriately respond to student/staff/parent enquiries, including reviewing all associated documentation to ensure best practice
- Ensure the highest administration standards are maintained and continually developed throughout the school
- Liaise with Government and external authorities (e.g. NESA, TAFE, Distance Education)
- Extract student data for relevant Government and external authorities (e.g. NESA, Sporting events)

### 2. Management of student curriculum data:

- Create and maintain student/staff timetables and all associated administration relating to school reports for P-12 students
- Create and maintain accurate and reliable records for all student curriculum and timetable data in the school's information management database including end of year roll over
- Printing various reports as required
- Reviewing new student data and subjects on LMS
- Conducting regular audits of school management system and associated curriculum documentation
- Manage flexible timetables for elite athletes

### Work, Health and Safety

- Comply with the school's Work, Health and Safety policy as amended from time to time
- Ensure compliance with duty of care and work, health and safety procedures across the school at all times

### Culture and involvement in the life of the School

- Lead by personal example, by maintaining a Christian tone and atmosphere in the school that reflects a loving and caring community in which excellence in all matters is sought
- A committed Christian/practising member of a major Protestant/evangelical denomination
- Assist in the establishment and maintenance of a God-honouring spiritual and emotional atmosphere and appropriate lines of communication
- Uphold the mission, vision and core values of the school and implement all approved policies
- Help to develop and maintain an atmosphere of innovation in the administration function of the school
- Committed to the principles of Christian schooling
- Attend meetings and events as appropriate



- Involved in a range of school events as considered appropriate and/or at the direction of the Heads of School
- Support staff and students, interact with parents, and support school related activities
- Where desired or appropriate, provide spiritual/pastoral guidance to staff
- Interact with students

### **Key Performance Indicators**

- Efficient and effective planning, coordination, correlation, scheduling, timetabling, recording and data entry of all P-12 Curriculum records, and filing of same
- Timely and accurate production of appropriate reports, surveys and documents required to meet Medowie Christian School standards
- All matters of Curriculum are resolved in a timely manner
- Medowie Christian School is represented well in the wider community
- The culture and ethos of Medowie Christian School is maintained at all times
- Has an ongoing and up to date professional development plan for themselves

### **Accountability and Authority**

- Accountability and authority for all administration tasks relating to P-12 Curriculum
- Authority for compliance and maintenance of Curriculum registers
- Authority to liaise with local, state and federal government authorities (eg. NESAs)

### **Skills and Knowledge**

- High level of communication skills; oral and written
- Extensive Administration experience
- Advanced level of organisational and self-management skills, with careful attention to detail and a capacity to prioritise, meet deadlines and manage time effectively
- Excellent record keeping abilities
- Advanced level of computer applications including; Microsoft Office (Excel, Word, Powerpoint), Adobe (InDesign, Illustrator, Acrobat), PCSchool and social media
- High level of EQ and customer service skills
- Ability to effectively manage competing deadlines
- Able to show appropriate initiative
- Awareness of legal and compliance requirements

### **Attributes**

- Flexible and adaptable
- Team player
- Contribute to strategic planning discussions
- Able to communicate effectively with external stakeholders and media
- Committed to lifelong learning
- Strategic Thinker
- Strong EQ and intuitive
- Demonstrates Integrity
- Innovative
- Analyse, interpret and draw conclusions

### **Pre-requisites**

- A committed Christian/practising member of a major Protestant/evangelical denomination
- Committed to the principles of Christian schooling
- Current Working with Children Check
- Current Driver's License
- Advanced Diploma of Business Administration (minimum)
- Current First Aid Certificate



- 5 years' experience as an Administration Officer or higher (preferably in an educational setting)