

# DEVELOPMENT ASSISTANT

## POSITION DESCRIPTION



<b>Reporting to:</b>	<b>Business Manager</b>
<b>Status:</b>	<b>Fixed term (3 months)</b>
<b>Fraction:</b>	<b>Full-time (5 weeks' annual paid leave pro-rata)</b>
<b>Salary:</b>	<b>General Staff Level 2</b>
<b>Hours:</b>	<b>38 hours per week; 8:00am – 4:06pm Monday to Friday</b>
<b>Location:</b>	<b>Mt Ridley</b>
<b>Prepared:</b>	<b>March 2023</b>

---

## Position Context

**Hume Anglican Grammar** is a multi-campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values, and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. Last year, the first classes for the new campus commenced and are accommodated at the Donnybrook campus, to soon move to the new site in Term 2.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

---

## Purpose of the Position

The Development Assistant plays a pivotal role in the organisation and smooth running of the Development office, comprising admissions, marketing, community engagement and alumni.

Upholding the highest standards of customer service, the Development Assistant displays and maintains a high level of integrity and trust.

They promote a culture of mutual respect and encouragement, and work with others in a professional, ethical, and co-operative manner.

The Development Assistant is recognised as very organised and self-disciplined. They have high standards and strive to improve their own practice and to make efficiencies in the school setting. Reporting to the Business Manager, the Development Assistant is a part of the Development team and works collaboratively to support and enrich their collective responsibilities.

The Development Assistant supports and models the School's values and Christian ethos when dealing with all stakeholders. They serve as exemplary representatives of the School and promote its policies and exemplify its standards. They promote a culture of mutual respect and encouragement, and work with others in a professional, ethical and co-operative manner.

---

## Nature of the Position

The Development Assistant position is a fixed-term position for three months commencing as soon as possible. There is the possibility of an extension for an additional fixed-term and the potential for an ongoing position for the right candidate.

Upon commencement, the Development Assistant will operate from the Mt Ridley campus, with a requirement to travel to other campuses.

However, in the future may be required to perform part or all of their work at other locations. All paid and unpaid leave must be taken during those times designated as school shutdown, unless approved by the Business Manager. Hours of work are from 8:00am to 4:06pm Monday to Friday, including a 30-minute meal break.

---

## Responsibilities and Duties

Subject to the discretion of the Principal, the Development Assistant will undertake responsibilities pertaining to a variety of administration duties within the Development office.

### **Responsibilities include:**

#### **Student Enrolments**

- Providing administrative assistance in all facets of the student admission processes
- Assisting with the handling of daily enrolment enquiries as required
- Adhering to enrolment procedures by supporting an efficient, informative, and client responsive service to prospective families
- Assisting with well-timed, precise, helpful, and well-coordinated communication with families by telephone, email and in person
- Entering data into information systems, and generating reports as required
- Supporting the Assistant Admissions Manager in the performance of their duties as required.

#### **Student Information and Database Support**

- Providing administrative support with the 'Student Information' email inbox as required
- Providing overflow support to the Enrolment Officer maintaining the student administration system (Synergetic) as required
- Supporting the Enrolments Officer in the performance of their duties as required.

#### **Community Engagement**

- Assisting with communication between the School and the Parents and Friends Association (PFA) Incorporated
  - Assisting with all facets of significant school-community events and promotional activities
  - Assisting with the maintenance of accurate alumni records in the School community database (Synergetic)
  - Supporting the Coordinator of Community Engagement in the performance of their duties as required.
-

## **School Marketing and Promotion**

- Assisting with the collection, preparation, and distribution of Marketing material including the School's publications and Information Packs
- Managing the booking and maintenance of the School's camera (For example, ensuring the batteries are charged)
- Supporting the Media and Publications Coordinator in the performance of their duties as required

## **Administrative duties**

- Contributing to the efficient and effective operation of the Development office
- Undertaking general administrative tasks for the Development office such as data entry, photocopying, collation, filing, and similar clerical duties
- Performing general office maintenance duties such as creation of displays and preparation of materials
- Attending General staff meetings and contributing to the creation of administrative calendars, timelines, and process documents as required.

## **General**

- Applying the School's Privacy Policy and Australian Privacy Principles and ensuring measures are employed to maintain the strictest level of confidentiality
- Promoting the effective and efficient management and administration of Hume Anglican Grammar by providing administrative support where needed
- Carrying out other duties as directed by the Principal or delegate.

---

## **Qualifications, Skills and Experience:**

### **Essential**

- A flexible approach to work and being adept at prioritising, operating under pressure and completing multiple tasks to meet strict deadlines
- Outstanding time management and organisational skills, including the ability to plan and show initiative
- Outstanding attention to detail, and a personal sense of initiative, enthusiasm and high energy
- High level communication skills (both written and verbal) and the ability to provide excellent customer service to build rapport with others
- Ability to work autonomously and as part of a group as a supportive and collaborative team member
- Proficient computer skills in the Office 365 suite including Outlook, Word, Excel and Teams
- Current Working with Children Check.

### **Desirable**

- Certification in Office Administration or equivalent
- Experience in an administration role or similar.

---

## **Personal Qualities**

- Demonstrated passion and commitment to the vision and values of Hume Anglican Grammar
- A high level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
- Friendly, warm, and caring demeanour
- Highly motivated with a passion for customer service, including an empathetic phone manner and professional personal presentation
- Ability to cultivate trust, credibility, honesty, and reliability
- Ability to receive and respond to constructive feedback
- Demonstrated interest in ongoing personal professional development.

## Additional Information

### **Confidentiality**

The Development Assistant is bound by strict confidentiality requirements and must ensure that the confidentiality and privacy of the individual staff member, parent and student is respected and maintained at all times.

---

### **Key Selection Criteria**

1. Experience working in an administration team in a school or similar setting
2. Excellent organisational skills; including the ability to balance the demands of competing tasks in a busy office environment, whilst maintaining attention to detail
3. High level communication skills (both written and verbal) and the ability to provide excellent customer service to build rapport with staff, visitors, parents, and students.

**This Position Description may be altered from time to time to meet the operational needs of the School.**