

SECONDARY SCHOOL ADMINISTRATION OFFICER

POSITION DESCRIPTION



Reporting to:	Assistant Principal – Secondary
Status:	Ongoing
Tenure:	Fulltime (5 weeks' annual paid leave, 2 weeks' unpaid leave)
Salary:	General Staff Level 3
Hours:	38 hours per week; 8:00am – 4:06pm Monday to Friday
Location:	Mt Ridley
Prepared:	October 2022

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 a 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. This year, the school has 1,965 students and employs some 200 staff - 150 teaching and 50 non-teaching.

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. In 2022, the first classes for the new campus have commenced and are being accommodated at the Donnybrook campus, to then move to the new site in 2023. Currently, the student enrolment at each campus is: Mt Ridley 1,345, Donnybrook 500 & Kalkallo 120.

The school is on a growth trajectory and in 2023 is expected to increase to 2,265 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 Administration Officer plays a pivotal role in the organisation and smooth running of the Secondary school administration office.

Upholding the highest standards of customer service, the Administration Officer displays also maintains a high level of integrity and trust. They represent the School with self-confidence and sensitivity and embody dignity and formality. They act as consummate ambassadors when dealing with visitors and members of the school community and are outstanding hosts.

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

The Administration Officer 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. The Administration Officer, based at Mt Ridley, reports to the Assistant Principal – Secondary, is a part of the Secondary Administration Staff and works collaboratively in a team environment to support and enrich their collective responsibilities. As a member of the General Staff, the Administration Officer ultimately reports to the Business Manager.

The Administration Officer 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

Upon commencement, the Administration Officer will operate from the Mt Ridley campus. 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 non-term weeks. Hours of work are from 8:00am to 4:06pm including a 30-minute meal break.

Responsibilities and Duties

Subject to the discretion of the Principal, the Administration Officer will undertake responsibilities pertaining to a variety of administration duties within the Secondary school (Mt Ridley) and provide general assistance to staff.

Roles and responsibilities will include:

Administrative duties:

- Contributing to the efficient and effective operation of the Secondary school
- Assisting the Daily Organiser with Secondary school activities as required
- Managing Secondary student ID cards, stationery and other office consumables
- Ensuring Secondary school noticeboards and displays are up-to-date, tidy, and well-organised
- Attending Secondary briefing, recording notes for distribution to staff
- Supporting Year Level Coordinators with administrative tasks, including assistance coordinating incursions/excursions, camps, locker allocations and communication with students, staff, and parents
- Generating reports for Year Level Coordinators to assist with tracking of student attendance, punctuality, social behaviour, and academic progress
- Supporting Heads of Faculty with administrative tasks including assistance coordinating incursions/excursions and general administration
- Assisting with the organisation of secondary events including Community Service, Year 11 Formal, Year 12 end of year celebrations, Year 7 Orientation, Student Leadership Workshops, and similar
- Assisting the Careers Counsellors with a range of administrative tasks including assistance in coordinating work experience, incursions/excursions, and general communication
- Coordinating the administration of academic detentions
- Supporting and assisting the Secondary Academic Officer, the Secondary School Assistant, and other members of the Administration team in the performance of their duties
- Attending Secondary Administration Staff meetings and contributing to the creation of administrative calendars, timelines, and process documents
- Maintaining electronic and hard copy filing.

Assistant Principal – Secondary Support:

- Providing administrative support to the Assistant Principal – Secondary as required
- Assisting with the preparation and organisation of Secondary assemblies and events - liaising with the Coordinator of Community Engagement as required
- Assisting with the coordination of staff recruitment interviews

Secondary School Office Support:

- Assisting the Secondary School Assistant as required, including answering phone calls during peak times, periods of leave and covering a 30-minute lunch break each day
- Contributing to the presentation and maintenance of a neat and tidy administration environment
- Sending EdSmart slips and broadcasts to the community as required

General:

- Contributing to the development and maintenance of the school's administrative systems and procedures to ensure efficiency and effectiveness
- 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 managing 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
- Excellent analytical and high order thinking capabilities.
- Strong capability working in a team environment.

Desirable

- Certification in Office Administration or equivalent
- Experience working within a school environment
- Knowledge of the Synergetic School Management System
- Experience in a customer service role

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 Administration Officer 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. Outstanding time management and organisational skills, including the ability to plan and show initiative.
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.