



St Margaret's Berwick Grammar

VIRTUTE ET LABORE

Position Description

Title:	Senior School Administrator
Campus:	Officer and Berwick Campuses
Reports to:	Vice Principal
Level:	Level 6
Appointment:	Term time (plus 3 weeks)

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse background.

All potential employees will be required to comply with the School's Child Safe Policy and Code of Conduct.

Primary Purpose

Provide a high level of support to the Vice Principal to ensure the efficient running of the St Margaret's Berwick Grammar Academic and Wellbeing programs. Administration and support of specific ICT systems and providing training and support for teaching and educational support staff to effectively use each of these tools

Responsible and accountable, the incumbent will be required to exercise initiative, attention to detail, discretion and judgment with minimal supervision.

Key Responsibilities

Working directly with the Vice Principal and the Academic Programs Administrator the Administration Officer is required to perform a variety of key tasks and roles to ensure the smooth running of the academic and wellbeing programs, as required across the rhythm of the School year. Other relevant duties to maintain the smooth running of the Senior campuses in conjunction with other members of the School Administration team include:

- Provide administrative support to Vice Principal, and the Senior School team.
- Manage specific ICT systems that support the administrative and academic operations of the whole school
- Contributing to the management of school LMS, communication systems, Login systems and other ICT software relevant to the academic programs, including Edrolo, Education

Perfect, Champion and Nexus (SchoolBox)

- Identify and support opportunities for integration, digitization and automation of school systems to ensure compliance with all relevant external bodies
- Provision of training, training materials and support for school administration team and teachers to effectively and efficiently use existing ICT systems
- Administrative support for the Senior School academic program including workflows and communication with teachers, students and families about key events and school processes.
- Assist with VASS, AAS and NAPLAN administration, including the VCE data service and AAS data portal, enabling access and providing support for all users.
- Assist in organizing of exams and external assessments.
- Maintaining TASS database and currency of other key school systems
- Assist in the management of school databases as they apply to students, families and alumni.
- Assist with student management, administration and wellbeing programs.
- Assisting with liaising with relevant school bodies and associations.
- Maintain office systems and store in an orderly, clean, safe and user-friendly fashion.
- Assisting in development and management of the School portal, website, social media and publications.

Key Relationships

- Vice Principal
- VCE/VASS Administrator
- Administration and academic staff
- Students
- School community including Alumnae and Parents & Friends
- Relevant associations and governing bodies
- Accounts department – updating the schedule of fees and billing inquiries and keeping budget details up-to-date

Skills and Experience

- Professional manner with a focus on client service
- Excellent interpersonal skills (written and verbal) to enable effective communication at all levels
- Sound understanding of manual and computerized office systems and processes including TASS
- Demonstrated ability to work independently and collaboratively in a team environment
- Flexibility and willingness to undertake a variety of tasks, prioritising as required
- A working knowledge of Microsoft OS and Microsoft Office software
- Competent and accurate word processing skills
- Reading and analysing correspondence
- Strong organisational, time management and planning skills
- Ability to set and achieve goals within a range of position functions
- Strong problem-solving skills

Occupational Health & Safety

All staff are expected to:

- Provide evidence of Working with Children Check and Police clearance
- Adhere to and implement all safe work practices and procedures in accordance with the St Margaret's Berwick Grammar Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others within area of responsibility.
- Participate when required in the resolution of safety issues.

Child Safety

- Adhere to and implement all Child Safe policies, practices and procedures.

Staff Expectations

All staff are expected to:

- Conduct themselves with professionalism at all times and in line with all St Margaret's Berwick Grammar Policies and Procedures.
- Be a positive voice of support for the school with existing and prospective families, staff and others in the community

Additional Training

- Provide First Aid (Level 2)
- First Aid Management of Anaphylaxis
- Management of Asthma Risks and Emergencies