

POSITION DESCRIPTION for SENIOR SCHOOL ADMINISTRATION ASSISTANT

LUTHER COLLEGE MISSION STATEMENT

Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.

Position:	Senior School Administration Assistant
Conditions:	Fixed term, part time contract, Term 4, 2019
Classification:	School Officer – Grade B – Administration and Finance Stream Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2018

PRIMARY ROLE PURPOSE

The Senior School Administration Assistant is employed to support the Year Level Coordinators and the Head of Senior School. In carrying out the duties of the position, the Senior School Administration Assistant is responsible to the Principal through the Head of Senior School.

ONGOING DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to these duties:

Administrative Assistance for the Head of Senior School

- Manage the Head of Senior School's incoming and outgoing correspondence;
- Manage telephone calls directed to or initiated by the Head of Senior School;
- Manage communications on behalf of the Head of Senior School with staff, parents, students and others, as required;
- Provide administrative assistance including the preparation of documentation for the Head of Senior School as directed;
- Complete research and project work on behalf and as directed by the Head of Senior School;
- Other related duties as required by the Head of Senior School.

Additional Administrative Assistance for Senior School

- Provide administrative assistance for the Senior Year Level Coordinators as required;
- Prepare Year 10 & 11 Exam Papers;
- Prepare seating plan for Year 10, 11 & 12 Exams;
- Prepare nomination information for School Captain elections;
- Provide assistance for School Captains;
- Prepare current teaching/home group lists;
- Provide coverage for Senior School Reception as required;
- Provide administrative support for the Careers Department as requested by the Head of Senior School;

College Projects

- Perform exam preparation for Year 12 VCE exams, including arranging supervisors, completing paperwork etc.
- Work collaboratively with the appropriate staff to provide administrative assistance for Senior School events including the Valedictory Service and Senior School Celebration Evening.
- Other project work as negotiated by the Head of Senior School or as directed by the Principal.

CHILD SAFETY

As Luther College has a commitment to child safety, Non-Teaching Staff will be responsible for understanding and applying the College's child safety policies and procedures; including:

- complying with the College's Child Protection Code of Conduct and staff-student professional boundaries
- identifying and proactively addressing risks
- identifying indicators of possible child abuse
- reporting concerns to one of the College's Child Safety Officers
- taking all practicable steps to protect students where a risk to their safety has been identified
- managing disclosures
- reporting.

KEY RELATIONSHIPS

- Principal
- Head of Senior School
- Year Level Coordinators
- Careers Practitioner
- Careers Administrative Assistant
- Senior School Receptionist
- Students

OTHER INFORMATION

Experience, Qualifications, Skills and Special Conditions:

- Excellent interpersonal and collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers, external agencies and support structures.
- Demonstrated administrative experience supporting a senior leaders.
- Demonstrated experience working within a school environment would be advantageous.
- Excellent time management, the ability to multitask and organisational skills;
- Excellent communication skills;
- Excellent computer skills;
- Hold a current Working with Children Check.

Confirmation of documentation:

Principal (Signature)

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Senior School Administration Assistant (Signature)

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