



POSITION DESCRIPTION

POSITION	Administrator – Junior School
RESPONSIBLE TO	Head of Junior School
WORKS WITH	Junior School Leadership Team, PA to the Head of Junior School
SALARY	As per Canterbury Enterprise Agreement 2022-25
DATE	March 2023

RELATIONSHIPS AND AUTHORITY:

The position is responsible to and reports to the Head of Junior School for day-to-day performance of duties. The position receives direct and routine supervision from the Head of Junior School using established procedures, practices and instruction. Within the supervision provided, this role has some responsibility and accountability for their own work and is subject to regular checking related to overall progress.

This position is part of the administration team and some coordination between team members is required to ensure the team and individual deadlines are met. This position uses established procedures, practices and instructions provided, but some initiative and judgement may be used to apply these procedures. There is also some discretion and judgement allowed in the selection of equipment, work organisation, services, actions to achieve outcomes within the time constraints.

POSITION PURPOSE:

Provide exceptional customer service to internal and external clients in accordance with established practice and procedures for administrative tasks within the Administration area.

POSITION RESPONSIBILITIES:

Customer Service

- Provide frontline customer service to students, staff, parents and members of the community presenting to the Junior School or Secondary School administration offices face-to-face, by telephone or by email.
- Maintaining the Junior School email inbox, responding to, and referring emails as appropriate.
- Process student requests for lunch vouchers.
- Support visitors to sign in using the SINE system.

Student Attendance

- Maintaining accuracy of student attendance data for the Junior School or Secondary School by:
 - Signing students in and out via the TASS web system
 - Notifying relevant staff of daily attendance data
 - Notifying staff of daily co-curricular data
 - Processing applications for approved leave
 - Generating reports as required, including for census.
 - Maintain Junior School Teams Absence channel
 - Supporting After School Yard Duty staff and OSHC staff in locating students
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MyCC

- Publication of news items to the Junior School, Year Level or specialist area MyCC pages as requested.
- Supporting staff in the maintaining MyCC pages by:
 - Creation of new MyCC pages as required
 - Uploading documentation.
- Supporting the Assistant Head of Junior School (Learning) in conducting audits of MyCC pages as required.
- Supporting the Assistant Head of Junior School (Learning) in maintenance of continuous reporting in MyCC.

Xplor

- Support the Coordinator of the Outside School Hours Care in maintaining data in Xplor.
- Process fortnightly billing to parents for approval of Coordinator.
- Communicate with parents regarding billing and other Xplor issues.

Assemblies

- Prepare, proof and print Student certificates, following up with teacher for outstanding data as required.
- Updating PowerPoint presentation and running sheet with Student names.

General Administration

- Prepare and maintain Junior School classes and key roles documents.
- Maintain the class Relief Folders annually and update throughout the year as required.
- Prepare Parent Teacher Interview in TASS web along with related administrative tasks.
- Any other general administration tasks as required.
- Maintain the Junior School Administration foyer's level of presentation at all times.

PROFESSIONAL RESPONSIBILITIES:

All staff are required to contribute to the collective welfare of the College community. As such they are required to:

- Work collaboratively with their peers to meet position and departmental responsibilities
- Attend such meetings of department or College staff as requested by their supervisors
- Attend student assemblies, worship and other activities as are necessary for the smooth conduct of the College
- Model for student's appropriate dress, deportment, language, behaviour and communication
- Support colleagues in promoting the ethos and values of the College
- Conduct themselves in a way which develops respect for themselves, and the College.

ORGANISATIONAL RESPONSIBILITIES:

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity and in a way that shows a proper concern for the public interest, be familiar with and follow the spirit and content of the College's Code of Conduct and Values:

- Respect
 - Integrity
 - Community
 - Scholarship
 - Compassion
 - Social Responsibility
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This includes the College's desire to serving the community by providing a high quality of service, and the assumptions which govern the conduct of staff, which include:

- Loyalty, respect and trust
- Corporate teamwork
- Excellence and continuous improvement
- Open, fair, accountable and efficient work practices
- Staff development and concern for people
- Quality of customer service.

KEY SELECTION CRITERIA:

- Experience in an administrative support role ideally in an educational environment.
- Excellent customer service skills.
- Experience working with adolescents.
- Demonstrated experience working with Database, and Microsoft Office skills.
- Demonstrated ability to work autonomously or under direct supervision in a team environment.
- Ability to prioritise competing tasks for completion within given timeframes.

ESSENTIAL QUALIFICATIONS & LICENSES:

Have a current Positive Notice Blue Card, or the ability to obtain one.
Qualifications relevant to the position