



Mount St Benedict College

Role Description

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| Job Title: | Administrative Officer – Teaching and Learning |
| Reporting to: | College Principal Through the Assistant Principal, Dean of Teaching and Learning |
| Direct Reports: | None |
| Classification/Salary: | Level 5, School Support Staff Salary Scale (Clerical Stream) |
| Hours: | 76 hours per fortnight |

The College values of Pax, Hospitality and Stewardship are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.

Purpose of the position

The Administrative Officer – Teaching and Learning is responsible for the efficient administration of the Curriculum Team by providing a range of administrative services which contributes to the effective operation of the College and achievement of educational outcomes the students.

Responsibilities & duties

1. Provide support for Heads of Departments in the administration of Exam (and other Assessment) procedures including but not limited to:
 - Checking submission of Assessment tasks
 - Pilot scripts preparation by photocopying and collation of sample scripts for marking meetings
 - Printing, collating and distributing (into class piles with class rolls) assessment tasks to teachers
 - Matching names to student numbers after assessments in Year 10,11 or 12 and recording and checking the marks on Sentral
 - Coordinating and saving work samples to correct file locations by Scanning low/med/high assessment scripts
 - Management of assessment booklets/writing pads supply
2. Provide support for Heads of Departments in the administration of excursions including but not limited to:
 - Organisation of school holiday and term break tours:
 - Liaison with tour companies
 - Follow up of payment and paperwork
 - Tracking of budgets/costs
 - Collation of important documents for travel
 - Ordering of clothing/equipment
 - Assisting with the organisation of incursions/excursions:
 - Liaison with venues, organisers, transport companies
 - Risk assessments and paperwork
 - Coordination of dates with calendar and excursion provider
 - Permission notes (printing, distribution, collection) and maintaining record of returned notes
3. Provide support for the Learning Support Team in clerical and administrative procedures including but not limited to:
 - Disability provisions:

- Preparation of individual envelopes and DP labels
 - Preparation of daily exams records
 - Documents (excel and word) with data collated for students on DP's subjects, student number, photos
 - Typing out transcripts of audio visual material for special provisions
 - Census/funding:
 - Entering data (dates of birth, NAPLAN) on independent plans for CEC
 - Checking health plans for current medical evidence and entering on records
 - Scanning confidential documents for funding records
 - Literacy and Numeracy Online Test Admin Support
 - Transcripts – for students with special needs
4. Provide support for Heads of Department, Learning Support and TLRT Team in clerical and administrative procedures including but not limited to:
- Typing of minutes from faculty meetings as well as assisting with agenda and minutes for teachers meetings
 - Arranging meetings with parents
 - Finding/booking venues
 - Typing/formatting of programs/adjustments to programs, collation of programs, assessment schedules, scope and sequence
 - Register organisation, either online or hard copy
 - Assisting with online file management/organisation
 - Resource management – concrete materials, ordering resources
 - Notice board updating and other communication including preparing correspondence eg: sending out notes/letters
 - Registration for PD
5. Provide support for Heads of Departments in Teaching and Learning procedures including but not limited to assisting with the development of teaching and learning activities and entries and coordinating of Competitions.
6. Provide support for practical faculties such as PDHPE, TAS, Creative Arts and Science and TAFE/Careers in clerical and administrative procedures.
7. General
- Attend professional development and training required by the school and actively seek opportunities to increase knowledge, experience and skills held
 - Take reasonable care for own health and safety and that of other personnel who may be affected by their conduct.
 - Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff meetings, working with volunteers and work experience students, becoming involved in school events.
 - Such duties as the Principal may reasonably require

Person Specifications

| | Essential | Desirable |
|---------------------------------------|---|---|
| Academic/Trade Qualifications | Working with Children Check | First Aid |
| | Equivalent to Certificate IV in Office Administration/Diploma or equivalent knowledge and experience | |
| Work Experience and Skills | High level of administrative competency including advanced data entry and computer skills | Experience working within a school environment |
| | Demonstrated organisational skills | |
| Personal qualities/behavioural traits | Excellent written and verbal communication and interpersonal skills, being able to interact and work effectively and cooperatively with all people | Initiative, drive, self-motivated |
| | Attention to detail | Creative and resourceful |
| | Be flexible and able to deal with multiple deadlines and tasks. | Demonstrates discretion and good judgement |
| | Strong time management skills with an ability to establish and maintain priorities in an environment that needs a flexible yet systematic approach | |
| | Ability to work in a team and autonomously with minimal direction to set deadlines and timeframes | |
| | Exercise sensitivity and maintain strict confidence when necessary | |
| | Have a service oriented approach | |
| | Display a consistently high standard of ethical conduct, exhibiting honesty, integrity and understanding in accordance with the Good Samaritan ethos. | Embraces the Benedictine values of Pax, Hospitality and Stewardship of the College, through demonstrating empathy, efficiency, drive and commitment and a positive attitude |

Agreement:

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Letter of Employment and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties required by the Principal to support the College's compliance with its legislative obligations. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

Employee Signature: _____

Date: _____

Managers Signature: _____

Date: _____