



Mount St Benedict College

Role Description

Job Title:	Senior Administrative Officer - Teaching and Learning
Reporting to:	College Principal Through the Dean of Teaching and Learning
Direct Reports:	None
Classification/Salary:	Level 6, 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 role of the Senior Administrative Officer is to provide administrative support services for staff and the leadership team, particularly the Dean of Teaching and Learning.

Responsibilities & duties

1. Support to the Dean of Teaching and Learning
 - 1.1 Provide secretarial and clerical support to the Dean of Teaching and Learning
 - 1.2 Minute taking at Teaching and Learning Team meetings and publication of same
 - 1.3 Data entry of Assessment marks for Years 10, 11 and 12 and follow up with Heads of Department
 - 1.4 Manage NESAs data entry online at the direction of the Dean of Teaching and Learning including uploading misadventure appeals and absence from assessment leave forms
 - 1.5 Develop Assessment Schedules and Calenders for all year groups through College Calendar
 - 1.6 Develop Assessment Booklets as required
 - 1.7 Collection of Years 10, 11 and 12 Hand in Assessment tasks on Monday and follow up during the week
 - 1.8 Collection of Confirmation of Entry for Years 10, 11 and 12 of NESAs and maintaining that during the year with any changes
 - 1.9 Provide absentee sheets, ID Cards in subject groups for Years 10, 11 and 12 exams
 - 1.10 Provide security and organisation of exam papers into secure exam cupboard
 - 1.11 Take delivery of HSC Trial papers – reconcile that all papers and correct number have been delivered and secure in exam cupboard
 - 1.12 Liaise with Marketing and Heads of Department regarding the preparation of information evening booklets for Year 8 and 10 as well as faculty brochures
 - 1.13 Assist with the preparation of Parent Teacher Nights including the preparation of name badges and management of the online process
 - 1.14 Gather academic and pastoral award nominations from Heads of Department for Year 12 Graduation and Years 7-11 Presentation Day
 - 1.15 Data entry in Maze of all awards, printing certificates and arranging signing
 - 1.16 Ensuring supply of stationery, trophies, folders etc for Year 12 Graduation and Years 7-11 Presentation Day. Arranging engraving of trophies.
 - 1.17 Liaising with Heads of Department and teachers to establish due dates for reports
 - 1.18 Publish student reports (Years 7-12)
 - 1.19 Ensure Years 7-12 reports are developed, reviewed and published to the Parent Portal

2. Other duties

- 2.1 Provide initial welcome, support and appropriate hospitality to students and staff seeking information, support and advise at the general office
- 2.2 Work as part of the Administration team, assisting where required
- 2.3 Supports the Principal, educational and other administrative personnel for the purpose of assisting with their administrative functions, eg preparing a wide variety of reports and written materials including correspondence, agendas, timetables, class lists, curriculum documents, minutes, handbooks, bulletins, programs, forms etc.

3. General

- 3.1 Attend professional development and training required by the school and actively seek opportunities to increase knowledge, experience and skills held
- 3.2 Take reasonable care for own health and safety and that of other personnel who may be affected by their conduct.
- 3.3 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.
- 3.4 Such duties as the Principal may reasonably require

Person Specifications

	Essential	Desirable
Academic/Trade Qualifications	Working with Children Check	First Aid
	Diploma or equivalent knowledge and experience through ongoing professional development	
Work Experience and Skills	High level of administrative competency	Experience working within a school environment
	Advanced computer skills, including Microsoft Office suite of products	Knowledge of NESA and Schools Online
	Demonstrated organisation skills	Desire to continue career improvement and capacity to learn new skills and participate in professional learning
Personal qualities/behavioural traits	Excellent written and verbal communication skills and ability to interact and work effectively and cooperatively with all people	Initiative, drive, self-motivated, focused and demonstrates good judgement
	Attention to detail	Creative and resourceful
	Ability to work in a team and independently	
	Strong time management skills with an ability to establish and maintain priorities in an environment that needs a flexible yet systematic approach	
	Ability to maintain confidentiality in all aspects of the job	
	Ability to promote and follow NESA policies	
	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: _____