



## Senior Administrative Officer – Teaching & Learning

- **Permanent – term time only! School holidays off**
- **\$71,829.00 + super (*actual earnings*)**

### **The organisation:**

An extraordinary school requires an extraordinary vision, one that not only pursues academic excellence, but embraces all that makes people fully alive to themselves, to each other, and to God. Such is the vision of Mount St Benedict College.

### **The role:**

A wonderful opportunity to apply high-end administrative and customer service skills within this highly sought-after employer. The Senior Administrative Officer provides administrative support services for staff and the leadership team, particularly the Dean of Teaching & Learning.

This is a permanent term time only position working Monday through Friday 8 am – 4 pm. The person in this role will not be required to work most of the school term breaks apart from some additional days at the end of the school year and again at the beginning of the new school year.

The salary stated is the actual gross base salary earned even with most of the school holidays off. The salary is averaged across 52 weeks of the year resulting in a payment every fortnight.

### **The tasks, duties & responsibilities:**

- Provide secretarial and clerical support to the Dean of Teaching & Learning
- Minute taking at Teaching and Learning Team meetings and publication of same
- Data entry of Assessment marks for Years 10, 11 and 12 and follow up with Heads of Department
- Manage NESA data entry online at the direction of the Dean of Teaching & Learning including uploading misadventure appeals and absence from assessment leave forms
- Develop Assessment Schedules and Calendars for all year groups through College Calendar
- Develop Assessment Booklets as required
- Collection of Years 10, 11 and 12 Hand in Assessment tasks on Monday and follow up during the week
- Provide absentee sheets, ID Cards in subject groups for Years 10, 11 and 12 exams
- Take delivery of exam papers including HSC Trial papers – reconcile that all papers and correct number have been delivered and secure in exam cupboard
- Liaise with Marketing and Heads of Department regarding the preparation of Information Evening booklets for Year 8 and 10 as well as faculty brochures
- Assist with the preparation of Parent Teacher Nights including the preparation of name badges and management of the online process
- Gather academic and pastoral Award nominations from Heads of Department for Year 12 Graduation and Years 7-11 Presentation Day
- Data entry in Maze of all Awards, printing certificates and arranging signing
- Liaising with Heads of Department and teachers to establish due dates for reports
- Ensure Years 7-12 reports are developed, reviewed and published to the Parent Portal
- Provide initial welcome, support and appropriate hospitality to students and staff seeking information, support and advice

### **The skills, experience and abilities sought:**

1. High-level administrative competency with the ability to effectively juggle multiple demands
2. Advanced computer literacy across the Microsoft Office Suite
3. Knowledge of NESA and Schools Online (desirable)
4. Demonstrated organisation and leadership skills
5. Excellent written and verbal communication
6. 'Can-do' approach to customer service – adaptable, flexible approach
7. Driven, results oriented using a high level of initiative
8. Strong time management skills
9. Able to maintain confidentiality
10. Diploma or equivalent knowledge and experience
11. Working with Children Check

### **From your end:**

If this career opportunity excites and you meet the above-stated criteria, please apply immediately. The closing date for all applications is midnight Monday 6<sup>th</sup> August 2018.

### **From our end:**

The Management Team, Mount St Benedict College has engaged McCormack Employment Services to carry out this recruitment, as such all applications will be forwarded automatically to the agency.

Should you have any questions or queries, you are welcome to contact Cheryl McCormack on 89200218.