

# ADMINISTRATION ASSISTANT - TEACHING & LEARNING

## JOB DESCRIPTION

**Reports to:** Director of Teaching and Learning

### POSITION SUMMARY

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The Administration Assistant, -Teaching & Learning provides personal, administrative and secretarial support to the Teaching & Learning portfolio throughout the College from Kindergarten to Year 12. Reporting to the Director of Teaching & Learning, the role involves assisting the Director and Deans of Teaching & Learning in each sub school to deliver the academic program to the students of the College.

### ESSENTIAL CRITERIA

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- i) **Education & Training**
  - Tertiary qualification in Business Administration or a related field
  
- ii) **Core Competencies (Knowledge, Skills & Experience)**
  - Technical***
    - Demonstrated ability to use Teaching & Learning management systems including Advanced knowledge of SEQTA and the ability to learn new software as required
    - Advanced knowledge of Mac and Office administration systems including Powerpoint and Keynote
    - Proven experience of managing and manipulation of social media tools for effective communication
    - Proven experience of calendar management to ensure time is utilised effectively and priority items are identified and actioned
    - Advanced typing speed with a high level of accuracy
    - Strong organisational and administrative skills with a focus on attention to detail
    - Demonstrated experience in a similar administrative support or executive secretarial role
  
  - Managerial & Human Relations***
    - An effective communicator (verbal and written) with excellent manner in dealing with staff, students, parents and the general public
    - Ability to work collaboratively with various teams within Teaching & Learning and the College as a whole
    - A demonstrated ability of delivering excellent customer service and managing positive working relationships with internal and external customers

- iii) **Additional Requirements & Values**
- Punctuality and flexibility with the ability to work under pressure and to deadlines
  - Strong time management skills with the ability to prioritise tasks
  - Understanding of the importance of privacy within a school setting with the ability to maintain confidentiality at all times
  - Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia
  - Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines

## **DESIRABLE CRITERIA**

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- Previous experience in a school environment
- Knowledge and experience of Synergetic Management System
- Wordpress and general web editing experience

## **CORE RESPONSIBILITIES & TASKS**

<b>Construct and format documents (written and transcribed)</b>
<ul style="list-style-type: none"> <li>• Collate relevant information for documents and reports and prepare and format accordingly</li> <li>• Collect and prepare meeting notes</li> <li>• Compile, proof-read and send correspondence on Director's behalf</li> </ul>
<b>Process and record Professional Development for Teaching Staff</b>
<ul style="list-style-type: none"> <li>• Oversee administration of online Professional Development system</li> <li>• Maintain Appretio and synergetic records of all academic staff PD</li> <li>• Assist in the administrative requirements for hosting workshops/conferences</li> <li>• Assist in making travel arrangements in Association with staff PD in an efficient and cost effective manner</li> </ul>
<b>Manage staff, student and family issues confidentially and diplomatically on the Executive's behalf</b>
<ul style="list-style-type: none"> <li>• Answer and respond to personal, telephone, mail and email enquiries and follow up when necessary</li> <li>• Maintain relevant digital documents and correspondence as appropriate</li> </ul>
<b>Manage an Electronic Calendar for Executive</b>
<ul style="list-style-type: none"> <li>• Schedule and co-ordinate meetings and appointments in the Electronic Calendar and liaise with all participants accordingly</li> <li>• Insert timetable and meeting schedules each term into relevant calendars</li> <li>• Assist Executive in managing tasks and reminders, ensuring priority items are actioned appropriately and Executive is kept regularly informed of any updates and changes</li> <li>• Arrange meetings with other staff, students and parents as required</li> </ul>

### Manage and coordinate Practicum Student placements

- Liaise with tertiary institutions
- Inform teaching staff of practicum student placements
- Monitor and record practicum student progress and prepare and submit student reports

### Administrative Support

- Provide administrative support for standardized testing including:
  - Complete administration (including all relevant correspondence with students, staff and parents) for NAPLAN, Academic Assessment Services and OLN
- Set up, review and maintain digital filing systems
- Assist co-ordinating staff professional development days
- Prepare for functions and events arranged by Executive

**This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.**

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Updated 19 May 2017*