

Role Description

Administration Assistant to the Deans

Reports to:

Dean of Student Involvement and Dean of Community Learning, with a dotted line to other Deans

Hours:

Mondays to Fridays, 7.30am – 2.00pm, 52 weeks per year

Role Purpose:

This position is responsible for assisting in the organisation and implementation of all administration components undertaken by the Deans of the Senior School.

Responsibilities:

- Assist in the administrative support functions to ensure the smooth running of the Cocurricular programs
- Ensure the formal records required by the School are accurately managed and updated
- Update and manage the information relating to the Student Planner and Parent Information Booklets
- Assist with organising and processing of compliance for all cocurricular casual staff
- Ensure School compliance requirements are current, including First Aid, Working with Children Checks
- Administer and assist with procedural matters relating to cocurricular activities, camps and overnight activities
- Administer and assist with the logistical, communication and preparation aspects of other cocurricular events
- Organise and assist the Cocurricular staff team by arranging meetings, preparing documentation and liaising with other internal departments to ensure the requirements of the Department have been communicated and managed
- In conjunction with the Dean of Student Involvement and Cocurricular Coordinators assist with the administrative duties and formal records of the Cocurricular activities, as required by the School
- Use Teacher Kiosk and other school platforms to maintain records and information required by the School
- Ensure the School Administration Systems are updated and populated with accurate information in order for the students to receive recognition through certificate, trophies, Pockets and similar
- Liaise with Marketing and Enrolments to ensure information submitted to School publications is relevant and accurate
- Assist with administration of various activities including House Officer nomination forms, House Service fundraising, Year 9 service program, Tertiary application documentation, bookings and function forms for Career expos
- Assist with Clipboard for the Intern program
- Administrative assistance with alumnae/school database generated from sources including LinkedIn
- Provide administrative assistance various activities including the Ambassadors program and staff farewell gifts
- Administration of NESA Teacher attendance at registered PDs and uploading this onto NESA
- Scanning and maintaining teacher records
- Assist in the preparation of incursion / excursion and function forms for large-scale Lateral Learning cocurricular activities, such as Festival of Speech, STEM Week or the Interact dance
- Assist with the administration of the Day 11 program as required, for example emailing academic tutors and scheduling Teams meetings
- Print, collate, edit and assist with the distribution of Semester reports and enter changes into TASS
- Update assessment documents as required
- Scheduling of student meetings in relation to subject selection and academic progress
- Updating documents periodically with amendments provided
- Collation of subject selection preference submissions
- Data entry of Illness/Misadventure registers Years 10 – 12
- Disability Provision room booking arrangements.

- Assist with the organization of NESA documentation
- Assist with the organization and administration of NAPLAN, Trials etc.
- Assist with timetable construction
- To assist in the administration of the Student Christian camps
- Maintaining familiarity with the School's policies and procedures, especially relating to student wellbeing, attendance, privacy, communication protocols and emergencies
- Actively participating in the School's emergency and WHS procedures
- Occasional reception duties.

Essential Criteria

- Excellent organisation, time management and communication skills
- Intermediate to advance knowledge of Microsoft Office programs

Other Skills and Attributes

- Fully embrace and support the Christian ethos of Meriden as an independent Anglican School
- Loyalty to the School and the Principal
- Have a personal appearance and demeanour which represents the School in a positive way
- Ability to work as part of a team and individually as required
- Confidentiality, flexibility, initiative, discretion and loyalty to the School and the Principal
- Understanding of work health and safety, and implement good practices in their role.