

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Administration Assistant – Middle & Senior Schools (Relief Coordinator)

Position Purpose	In support of the mission and vision of NCC, the role of Administration Assistant – Middle and Senior Schools (Relief Coordinator) primarily ensures coverage for teaching staff absences across the Middle and Senior Schools. The role also supports daily administrative procedures and serves as a key point of contact for Middle and Senior School Teachers, and Relief Teachers.
Qualifications	<p>A formal qualification is desired, but not essential. Previous experience in school administration or coordination roles is highly desirable.</p> <p>Familiarity with relief teacher management or scheduling systems is an advantage.</p> <p>Current Blue Card (or eligibility to obtain one) essential.</p> <p>High level of proficiency in use of Edval Daily (<i>staff management system</i>) and TASS School Management System (or their equivalents).</p> <p>Proficiency in the use of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams and Forms), ConnX, Canvas, Adobe Sign essential.</p>
Accountability	Secretary to Heads of Senior and Middle School, Head of Business Operations and ultimately the Executive Principal
Key Relationships	Executive Principal, Director of Academic Studies, Middle and Senior Schools Teaching Staff, Head of Business Operations, College Administration staff, students and parents.
Personal Requirements	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none"> • Have a personal faith and commitment to Jesus Christ • Demonstrate an ability to translate faith into practice • Proactively contribute to the delivery of the mission of NCC • Demonstrate, establish and maintain appropriate professional boundaries with students. • Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct • Act with integrity, loyalty, honesty and accept authority • Act with tolerance and compassion • Demonstrate an ability to forgive and accept forgiveness • Demonstrate an acceptance of other people • Exhibit self-discipline • Demonstrate a willingness to learn and engage in professional development • Maintain confidentiality.
Professional Competencies	<p>The following professional competencies are essential to this position:</p> <ul style="list-style-type: none"> • Proficiency in the use of a school staff daily organization software package such as Edval Daily. • Proficiency in the use of a school management software

package such as TASS.

- Possess strong organizational and time management skills, with the ability to prioritize tasks, meet deadlines pre-empt possible problems/difficulties and concurrently manage several competing tasks
- Excellent communication and interpersonal skills, particularly in liaising with staff and external relief teachers
- Strong ability to positively shape outcomes by encouraging staff to support the team during busy periods through clear and empathetic communication and a relationship of trust.
- Ability to work effectively in a team and collaborate with colleagues from different departments
- Be efficient and accurate with data entry, record keeping and file management
- Flexible and adaptable to changing situations and the ability to maintain composure in a dynamic environment
- Demonstrated ability to make timely informed decisions based on the available information while considering the impact to the organization
- Demonstrate a level of commitment to maintain personal professional knowledge and skills
- Have a working knowledge of the College's Enterprise Agreement (EA) particularly as it relates to staffing/hours of work
- Understanding of an ability to maintain confidentiality and discretion
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s.

Provide support to Teachers and Relief Teachers by

- Arranging and issuing relief cover for absent Middle and Senior School Teachers, considering whether NCC Teachers are available (allocate supervision in line with the current NCC EBA)
- Actioning advanced notice absences – e.g., PD, camps, exams
- Where advance notice is provided ensure relief staff are notified and booked ahead of time
- Actioning and ensuring relief is in place for absences advised on the day
- Monitor and action calls and messages to the teaching staff absence line
- Communicate changes to all stakeholders via the Daily Bulletin
- Check voicemail and take early morning calls from staff to the direct Middle and Senior Schools telephone line
- Ensure Lesson plans and Canvas allocations are in place
- Entering leave and time sheets into ConnX
- Manage Teacher mailboxes in Middle and Senior School Staff Common Room

Managing Teacher Relief pool

- Maintaining register of available and interested Relief Teachers
- Assist with scheduling Relief Teacher candidate interviews and ensure all compliance and employment documentation are completed prior to Relief teachers being offered duties.

Provide data to Heads of Middle and Senior Schools to support their workforce planning responsibilities

- Assist with preliminary staff planning for temporary changes throughout the school year as requested
- Complete documentation as directed for temporary staffing changes

Middle and Senior Schools Administration Team

- Contribute to the effectiveness of the Middle and Senior Schools Administration team
- Cover Main Reception from time to time, and when requested by the Head of Business Operations.

Senior Speech Night / Middle School Presentation Night

- Produce seating and supervision schedule and assist where required

Start of Year and Timetable requirements

- Support the Secretary to Heads of Middle and Senior Schools wherever needed to prepare for the start of a new school year
- Liaise with appropriate staff to produce duty schedules for the year and update as necessary during the year
- If required, assist with aspects of classroom allocations within the timetable

Staff Events and Acknowledgements

- Assist where required, as part of the administration team.

Develop and maintain competence in computer software packages used within the College

Perform other duties as required

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

NCC Child Protection Policy

NCC Staff Code of Conduct

NCC Enterprise Agreement

NCC Staff Dress Code Policy

NCC Workplace Health and Safety Policy

Hours of Work

As per Employment Contract