

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Admin Assistant – Junior School Relief Coordinator

Position Purpose	In support of the mission and vision of NCC, the role of the Admin Assistant – Junior School Relief Coordinator primarily ensures coverage for teaching staff absences across the Junior School. The role also provides daily administrative support across the Junior School, serving as a central point for operational enquiries and relief staffing arrangements.
Qualifications	A Cert III or IV in Business Administration or equivalent desirable Current Working with Children Check (Blue Card) essential High level of proficiency in use of TASS School Management System, Class Cover Proficiency in the use of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams and Forms), ConnX, Canvas, Adobe Sign essential. Current First Aid Certificate essential
Accountability	Head of Junior School, Deputy Head of Junior School, Teaching and Learning Coordinators, Secretary to Head of Junior School and ultimately the Executive Principal.
Key Relationships	Executive Principal, Head of Junior School, Deputy Head of Junior School, Junior School Secretary, Junior School staff, College Administration staff, students and parents.

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff:

- 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
- Understand and uphold the responsibilities under the Privacy Act
- Demonstrate an understanding of child safeguarding responsibilities under the Child Safe Organisations Act 2024 and subsequent revisions.

Professional Competencies

The following professional competencies are essential to this position:

- Demonstrated ability to coordinate and manage key administrative processes and operational activities within a school environment.
- Proficiency in the use of a school administration, rostering systems, including TASS, Class Cover, Class Solver or similar platforms.
- Highly developed organisational and time management skills, with the ability to prioritise competing demands, meet deadlines and manage multiple tasks simultaneously.
- Strong planning and problem-solving skills, with the ability to anticipate challenges and implement effective solutions.
- Excellent written, verbal and interpersonal communication skills, with the ability to build productive relationships with staff, relief teachers and external stakeholders.
- Strong ability to positively influence outcomes through collaborative, respectful and empathetic communication.
- Ability to work effectively and collaboratively within a team and across different departments.
- High level of accuracy and attention to detail in data entry, record management and administrative processes.
- Demonstrated adaptability, resilience and the ability to remain composed and effective in a fast-paced and changing environment.
- Sound judgement and decision-making capability, with the ability to make timely and informed decisions based on available information.
- Commitment to continuous professional learning and development.
- Working knowledge of employment conditions and industrial instruments, including the College Enterprise Agreement as it relates to staffing and hours of work.
- Demonstrated ability to maintain strict confidentiality and exercise discretion when handling sensitive information.
- Sound understanding of privacy obligations and the responsible management of personal and confidential information.
- Knowledge of child safety and safeguarding responsibilities, including relevant legislative and regulatory requirements.
- Commitment to complying with College policies, procedures and legislative requirements relating to privacy, record management, workplace conduct and child protection.

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 Staff

- Coordinate the administration of staff absences and relief coverage, including arranging relief staff and supervision duties in accordance with the NCC Enterprise Agreement (EBA), monitoring absence notifications, communicating staffing changes, ensuring lesson plans are available, and processing leave and timesheet records through ConnX.

Relief Teacher Pool Administration

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

Administration and Operational Coordination

- Provide administrative support for temporary staffing arrangements throughout the school year.
- Prepare and process documentation related to temporary staffing changes as directed.
- Compile, maintain and prepare operational and student data to support reporting, school improvement initiatives, planning and leadership decision-making.

Teaching and Learning Administration

- Assist in coordinating the administration of school-based and external student assessments.
- Administer assessment schedules, testing materials and associated data collection processes.
- Collate and distribute academic performance data to support curriculum planning and student achievement initiatives.
- Provide administrative support to Teaching and Learning Coordinators and educational programs.
- Provide administrative support for reporting processes, timelines and workflows, assisting staff to meet reporting requirements and deadlines.

Start of Year and Timetable requirements

- Assist the Secretary to Head of Junior School wherever needed to prepare for the start of a new school year.
- Liaise with appropriate staff to produce duty schedules for each term and update as necessary.
- If required, assist with administration and tracking of classroom allocations.

Staff Events and Acknowledgements

- Assist where required, as part of the administration team.
- Provide administrative support for the delivery of student awards, surveys, staff duty rosters and other Junior School initiatives.

Administration

- Assist with the coordination of the Junior School reporting processes under the direction of the Head of Junior School.
- Provide administration support in the Learning Enrichment Department as required.
- Proofread and edit school reports, if required, adhering to the reporting conventions and guidelines.
- Collect and update data for the JS Strategic Plan.
- Set up and prepare school reports for College leadership and staff.
- Set up and maintain the central reporting database and templates.
- Assist teachers to access previous school reports.
- Assist staff with general database issues.
- Print out all reports for editing purposes.
- Ensure all reports are completed according to guidelines and reporting timeline.
- Email Junior School Secretary and Director of IT to advise reports are finalised and ready for publication.
- Oversee the compilation of student awards, ordering trophies and medallions for Presentation Night.
- Compilation of Duty Rosters each term - ensuring allocation of duties is equitable as possible and adheres to the appropriate guidelines.
- Provide administrative support for Class Solver, including maintaining data and assisting with scheduling requirements.
- Administer surveys, including the preparation, distribution and collation of data for student class preferences and other Junior School initiatives as required.
- Assist JS Secretary with school events and other tasks.
- Other reasonable duties as directed by the Head of Junior School.

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

Student Safety and Wellbeing Policy
Staff Code of Conduct
NCC Enterprise Agreement
Staff Dress Code Policy
Workplace Health and Safety Policy

Hours of Work

As per Employment Contract