



## POSITION DESCRIPTION

<b>Position name</b>	<b>Administration Support – Head of Torrens Park Campus</b>
<b>Employment Status</b>	Permanent
<b>Load</b>	37.5 hours per week - term time only (approx. 0.8 FTE)
<b>Classification</b>	Grade 3 of the Scotch College EA
<b>Key Relationships</b>	Reporting to Head of Torrens Park Campus, the role will work in a close collaborative relationship with the Heads of Middle and Senior School, and the Campus Administration team.

### Our Mission:

Scotch College aims to prepare our students to make an impact.

We plan to deliver consistent, outstanding innovation in our people, programs and infrastructure on a sustainable basis, in order to provide opportunities for young people to thrive and develop the awareness, boldness and versatility to make a difference in any part of the world.

We are a forward looking, externally focused, nurturing and ambitious community driven by a powerful sense of the wellbeing of our stakeholders, so that the wellbeing of others may be enhanced. Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Key to the achievement of this vision is the College's strategy of attracting and retaining the best people whose values align with Scotch.

### Position Overview:

As Assistant to the Head of Torrens Park Campus, this role is a member of the Campus administration team, working closely with the Middle and Senior School Office. Reporting to the Head of Torrens Park Campus, the role will provide administrative support on a need's basis, with a high level of organisation, discretion and initiative. Additionally, the role will support the Middle and Senior School Office as required.

### Position Objective:

Based in the Senior School Office, the incumbent's primary duties are to provide high quality, confidential administrative support to the Head of Torrens Park Campus and to act as the primary point of contact for the student, staff, and parent community.

## Key Responsibility Areas:

### 1. Administration

- Provide administrative support to the Head of Torrens Park Campus.
- Act as a central point of contact for parents, students and staff.
- Liaise with and help students as required.
- Preparation and maintenance of student absences – including contacting of parents as required.
- To maintain register of Campus Policies and Procedures.
- Student Attendance Auditing.
- Assist the Head of Torrens Park Campus with the preparation of material for ScotchLife
- Take and publish minutes from Staff TPC Briefings
- Assist with the organisation of Torrens Park Campus assemblies and ceremonies.
- Update Fire Drill lists regularly for Torrens Park campus.
- Maintain Student Records.
- Assist with the coordination of Torrens Park Campus activities, camps, excursions and overseas tours as required by the Head of Torrens Park Campus.
- Work collaboratively with the Principal's Secretary to oversee policies and procedures for Torrens Park Campus (i.e., storage of policies, actioning policy updates).
- Work collaboratively with the Middle School and Senior School Administrators regarding the monitoring of Student Attendance and Engagement.
- Maintaining Head of TPC calendar/diary.
- Assist Head of TPC with maintaining contact with Direct Reports.
- Assist Head of TPC with special projects as required.
- Administrative support for Yard Duty and CCA Management.
- Administrative support for Uniform Committee.

### 2. Work Health Safety and Wellbeing

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable
- Read and adhere to all Scotch WHS guidelines and policies

## Key Selection Criteria: Qualifications, Skills and Experience

### *Essential experience*

- Experience in an office-based environment is essential.
- Proven experience in the use of MS Office and ICT tools.

### *Qualifications, skills and knowledge*

- Proven ability to work with minimum supervision
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- Training and or formal qualifications relevant to administration of a school office and/or experience related to the responsibilities required by the position is highly desirable.
- Knowledge of Synergetic database would be advantageous

### *Key Selection Criteria:*

This position would suit a highly organised person with exceptional interpersonal skills and a strength in administration, organisation and communication. Necessary capability includes;

- Superior interpersonal skills including an open and friendly disposition and the ability to listen effectively.

- Intermediate Microsoft skills and highly IT literate.
- Outstanding verbal and written communication skills.
- A high degree of confidentiality and professional judgement.
- An ability to work as an effective and constructive team member
- An independent worker with superior organisational skills, the ability to set goals and prioritise work, and the capacity to manage multiple, simultaneous tasks

#### **Conditions of Employment:**

- All applicants must be eligible to work in Australia.
- All employees must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position is employed under the terms and conditions of the College's Enterprise Agreement.
- Work flexible hours to service the College's various activities, which will include occasional evening and weekend work.
- Some out of hours and weekend work is required.
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy.

#### **Finally**

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the school commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

**Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.**