



POSITION DESCRIPTION

Position name	Middle School Administrator
Employment Status	Permanent
Load	37.5 hours per week - predominately term time only although some out of term work will be required
Classification	Grade 3 of the Scotch College EA
Key Relationships	Reporting to Head of Middle School, the role will work in a close collaborative relationship with Heads of Campus, Wellbeing staff 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:

The role is part of the Campus administration team, reporting to the Head of Middle school and working closely with Administration Support – Wellbeing Officer and Senior school Office. The team works collaboratively and supports each other as needed.

Position Objective:

The incumbent's primary duties are to provide high quality, confidential administrative support to the Head of Middle School and is the primary point of contact for the Middle school student and parent community.

The role will also support the Senior School Office and other administrative roles when required.

Key Responsibility Areas:

1. Administration

- Provide confidential administrative support to the Head of Middle School.
- Act as a central point of contact Middle school for parents, students and staff.
- Liaise with and help students as required.
- Daily preparation and maintenance of student absences – including contacting parents as required.
- Student Attendance Auditing.
- Assist in the preparation of Student Reports for Years 7-9, including preparation, printing, collation, posting and duplication for student files.
- Assist with the coordination of all Middle School activities and excursions, including Outdoor Education camps and outdoor activities, including communications, parent information and forms.
- Assist with the organisation of all Middle School events, including parent/teacher interviews, information evenings, orientation days and Grandparents Day.
- Act as Middle School lost property officer, ensuring named items are given back to students in a timely fashion.
- Assist in maintaining integrity of the student database.
- Update Fire Drills lists as required.
- Maintain Student Records.
- Work collaboratively with the Senior School Administrators regarding the monitoring of Student Attendance and Engagement.

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 working in a role requiring high quality administrative support.
- Proven experience in the use of MS Office and ICT tools.

Qualifications, skills and knowledge

- Previous experience working with adolescents is highly desirable.
- 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.
- A high degree of organisation and time management.
- 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.
- The 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 may be 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.