

POSITION DESCRIPTION

Position Title	Administrator- Middle School
Location	Torrens Park Campus
Employment Status	Permanent
Hours	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 Adelaide Enterprise Agreement 2024
Key Relationships	Reporting to Head of Middle School, the role will work in a close collaborative relationship with Heads of Campus, Wellbeing staff, the Campus Administration team and Teachers. Key relationships with students, parents and visitors.

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

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.

Position Overview:

The Administrator – Middle School is an integral part of the Campus Administration Team, reporting directly to the **Head of Middle School**. This role works in close collaboration with the *Administration Support – Wellbeing Officer* and the *Senior School Office*. The administration team operates in a highly collaborative environment, offering mutual support and coverage across roles as required to ensure seamless campus operations.

Position Objective:

The primary objective of this role is to provide high-quality, confidential administrative support to the Head of Middle School while serving as the primary, welcoming point of contact for the Middle School student and parent community. Additionally, the incumbent will provide cross-functional support to the Senior School Office and other administrative team members during peak periods or as needed.

Key Responsibility Areas:

1. Administration Support

- **Support Head of Middle School:** Provide high-level, confidential administrative support to the Head of Middle School (e.g., diary management, correspondence and meeting preparation).

- **Community Hub:** Act as the central, primary point of contact for Middle School parents, students, and staff, handling inquiries with empathy and professionalism.
- **Student Support:** Provide direct day-to-day assistance to Middle School students, guiding them with a student-centric approach.
- **Attendance Management:** Oversee the daily preparation, auditing, and maintenance of student absences, including proactively contacting parents regarding unexplained absences.
- **Academic Reporting:** Assist in the preparation, collation, printing, distribution, and digital filing of Student Reports for Years 7–9.
- **Lost Property Management:** Oversee the Middle School lost property system; maintaining an organized collection area, ensuring labelled items are returned to students promptly, and managing inquiries.
- **Office Equipment:** Manage daily photocopying, scanning and printing requirements, including restocking paper trays and monitoring and replacing toner cartridges to ensure office machinery remains fully operational.
- **General Office Administration:** Undertake day-to-day administrative duties including sorting and distributing mail, managing office stationery and supplies and maintaining a tidy, professional reception and office space.

2. Events and Activities Coordination

- **Excursions & Camps:** Coordinate administrative logistics for Middle School activities, excursions, and the Outdoor Education camp program (including managing parent permissions, medical forms, and general communications).
- **School Events:** Assist in the planning, organization, and execution of Middle School events, including Parent/Teacher Interviews, Information Evenings, Orientation Days and Grandparents Day.

3. Data Integrity & Collaboration

- **Records Management:** Maintain accurate, up-to-date and secure Middle School student files.
- **Database Integrity:** Assist in maintaining the integrity and accuracy of the main student database system.
- **Cross-Campus Collaboration:** Work collaboratively with Junior School and Senior School Administrators to as required.

4. Work Health Safety and Wellbeing

- Update Fire Drills lists as required.
- 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

It is essential to this position that a high degree of confidentiality and sound professional judgement must be maintained at all times.

A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds is essential.

Qualifications

- Formal qualifications relevant to administration of a school office and/or experience related to the responsibilities required by the position is highly desirable.
- Intermediate Microsoft skills and highly IT literate.
- Knowledge of Synergetic database would be advantageous.

Experience

- **Administration Experience (Essential):** Proven experience providing high-quality administrative support within an office-based or school environment.

- **Technical Proficiency:** Demonstrated experience and competency using Microsoft Office and modern ICT platforms.
- **High-Volume Task Management:** Proven experience managing a high volume of tasks and competing priorities while maintaining a calm, professional approach.
- **Adolescent Engagement (Desirable):** Previous experience working or interacting with adolescents in an educational or community setting.

Skills

- **Interpersonal Skills:** Superior interpersonal skills, characterized by an open, empathetic, and friendly disposition, along with highly effective listening skills.
- **Communication Skills:** Outstanding verbal and written communication skills, with the ability to confidently interact with students, parents, and colleagues.
- **Organisation & Time Management:** Exceptional organizational and prioritization skills, with a proven ability to manage competing deadlines in a fast-paced environment.
- **Autonomy & Collaboration:** Proven ability to work autonomously with minimal supervision, while also acting as a collaborative, supportive, and constructive team member.

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.
 - Attainment and maintenance of a valid Working with Children Check (WWCC) is essential
 - Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level is essential
 - Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' First Aid certification is essential.
 - As part of our commitment to the safety and wellbeing of children and young people, we follow a number of standard practices throughout our recruitment process. All applications must be accompanied by a completed [Applicant Declaration Form](#).
- Position employed under the terms of the [Scotch College Adelaide Enterprise Agreement 2024](#).
- 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 College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. The College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role will require some reasonable out of hours work and 'on-call' arrangements. Scotch College respects employee's right to disconnect and will seek to communicate with the incumbent about the situations where out of hours contact is anticipated and discuss reasonable ways to minimize disruption to personal life.

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. All applications must be accompanied by a completed [Applicant Declaration Form](#).

Further, in applying for this role, you are asserting the accuracy and integrity of your application, including the full disclosure of any matter that may be inconsistent with the safety and wellbeing of young people, or bring the College into disrepute.