



POSITION DESCRIPTION

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| POSITION: | Secondary School Administrator |
| KEY RELATIONSHIPS: | This position reports to the Head of Middle School. All positions at the School ultimately report to the Principal. |
| POSITION STATUS: | Part-time (2 days per week), ongoing role to be worked over 43.18 weeks per annum (Term-time, plus 4 additional weeks, generally spread out 1 x week per term holiday break across the year) 8.00am - 4.30pm |
| PRIMARY FOCUS: | To provide administration support to the Secondary School office and Student Services |
| DOCUMENT DATE: | June 2024 |

CAMBERWELL GIRLS GRAMMAR SCHOOL – A Community Dedicated to Learning, Action and Service

Our Vision

A leader and innovator in education, dedicated to fostering a passion for learning and building a more just and sustainable world.

Our Mission

A Christian school in the Anglican tradition, inspiring students in their love of learning and nurturing compassionate leaders with global mindsets.

Our Values

We welcome students of all faiths and cultures, educating them to see wisdom through intellectual inquiry, service learning and spiritual growth, honouring the values of integrity, commitment, respect, hope and courage.

Our Key Areas of Focus

- Learning Designed for All
- Our Community
- Our Expert Workforce

Our Motto

'Utilis in Ministerium' (Useful in Service)

COMMITMENT TO CHILD SAFETY

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review

STAFF OBLIGATION TO CHILD SAFETY

All staff at Camberwell Girls Grammar School (CGGS) take an active role, and are well informed of their obligations, in relation to Child Safety Ministerial Order No 1359 – “Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises”. The CGGS Child Safety Commitment is incorporated into the school’s employment cycle from recruitment and reference checking to induction, probationary and 12 monthly performance reviews and regular Professional Learning. Employment at CGGS is subject to school policies including the Child Safety and Wellbeing Policy, Community Code of Conduct (includes Child Safety), Child Safety Mandatory Response and Reporting Policy being read, understood and adhered to.

CHILD SAFETY EXPECTATIONS FOR STAFF

All staff at CGGS must ensure that their students have a child safe learning environment at all times. Every interaction that a staff member has with a student must be conducted with child safe standards in mind and with an understanding of the CGGS child safe policies and procedures. This relates to all student interactions onsite, offsite or online, and in all programs including excursions, events, camps and parent involvement activities.

THE ROLE

The Secondary School Administrator is responsible for the coordination and administration of a range of tasks related to the effective management of Student Services within the Secondary School. This includes:

- Supporting the functions of the Secondary School Student Services reception area.
- Acting as a key point of contact for the Senior School students and source of information and channel of communication to a variety of stakeholders including students, staff, and parents.
- Ensuring relevant matters concerning students and parents are brought to the attention of the Heads of School
- Understanding and build relationships with staff, students and the CGGS community.
- Liaising promptly and efficiently with internal and external contacts.
- Ensure welcoming and supportive interactions and communications occur

KEY INTERNAL CONNECTIONS

Reporting directly to

- Head of Middle School

Associated Relationships

- Principal
- Deputy Principal
- Head of Senior School
- PA to the Heads of Middle and Senior School
- Daily Organiser
- School Nurses
- Year Level Coordinators
- VCE Coordinator
- Secondary School Teaching staff

KEY DUTIES & RESPONSIBILITIES

1. Documentation, Processes and Administration

- Attendance at the Student Services Reception
- Regular updating and maintaining of student records in the student database.
- Recording student attendance daily within the student database according to Secondary School processes, including:
 - Preparation of daily attendance reports and circulation to all staff at the conclusion of the day
 - Prompting staff via email when rolls are not completed throughout the day
 - Preparation of daily and weekly attendance summary reports for the Form/Tutor Teachers and Year Level Coordinators



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- Preparation of daily and weekly pastoral care reports for the Wellbeing Team and ELT
 - Updating student attendance when participating in special programs such as excursions, incursions and appointments
- Manage parent/guardian communication and queries (phone and email) and directing them to the appropriate staff member
- Provide first aid support to students and Health Centre Nurses, utilising information within the student database and entering medical information per visit as per processes

2. Assist with other responsibilities of the Student Services team including, but not limited to:

- Provide administrative support to the Head of School office including School Tours information, new student orientation and transition programs, parent/guardian follow up, and preparation of certificates, prizes and other awards for school events
- Provide administrative support to the Head of Educational Operations as required
- Provide administrative support to the VCE Coordinator approximately 2-3 hours per week
- Proof reading and editing documents including Student Reports, Curriculum Guides, event programs and other school publications as required
- General administrative duties as required

3. Other duties as appropriate to the position

- Attend staff meetings as scheduled each term
- Participate in the annual School review process in order to continuously improve knowledge and practice
- All other duties and responsibilities as set out in the CGGS Staff Handbook

4. Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Monitor and take full care of the health and safety of others within area of responsibility
- Participate when required in the resolution of safety issues

KEY PERSONAL ATTRIBUTES

- Exemplary communication skills, both written and verbal.
- Excellent customer service skills.
- Proven time management skills and ability to multi-task.
- Intermediate skills with Microsoft Office Suite (Outlook, Word, Excel, Teams and PowerPoint)
- Proven ability to proofread and edit documents with accuracy.
- Ability to work collaboratively in a team.
- Positive and flexible attitude.
- Attention to detail.
- A warm and friendly disposition, with a tactful and diplomatic approach.
- Commitment to achieving best practice.
- High standard of personal presentation.
- Alignment with the CGGS school values.
- Work with discretion and confidentiality.
- Deal with difficult situations or unexpected events and support those involved
- Ability to identify ways of delivering a high-quality service.



QUALIFICATIONS

Essential Criteria:

Experience working within a front of house / administration environment
First Aid qualification (Level 2) and current CPR qualification
Anaphylaxis Awareness qualification in line with Ministerial Order No. 706
Current Working with Children Check
Current National Criminal History Police Check

Desirable Criteria:

Degree qualification/s of relevance
Experience in a School environment
Experience within a similar role

PROFESSIONAL EXPECTATIONS

- Demonstrate commitment to Ministerial Order No. 1359 – Implementing the Child Safe Standards, and CGGS Code of Conduct
- Be responsive and maintain respectful communications and collaborative relationships with the CGGS community
- Model exemplary ethical behaviour and exercise informed judgments in all professional dealings
- Meet expectations as set out in the CGGS Staff Handbook
- Adhere to and implement all safe work practices and procedures in accordance with the CGGS Occupational Health & Safety policy, Workplace Health & Safety policy and Manual Handling policy
- Work safely and report any hazards in accordance with school procedures
- Participate in OHS training as required

WHY WORK AT CAMBERWELL GIRLS GRAMMAR SCHOOL?

Camberwell Girls offers opportunities for every student to be the creator of high-quality work, in an environment focused firmly on the future. Through academic excellence, we pride ourselves on being innovative as well as providing the following benefits to all staff:

- Staff wellbeing focus and fun social activities
- Salaries and packages above Award-level
- Active Professional Learning & Development programs
- Paid Discretionary Leave
- Additional paid Personal/carer's Leave
- Employee Assistance Program available for all staff and their immediate household members

N.B. This position description is not intended to represent the entirety of the position nor is it intended to be all-inclusive. CGGS reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.



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