

Position Description

<i>Position:</i>	Secondary School Administrator
<i>Reporting to:</i>	Head of Secondary
<i>Type of Position:</i>	Permanent part-time (shared role)
<i>Position Hours:</i>	15 hours per week (0.4 FTE/2 days) during school terms. There is an expectation of attending relevant College events outside school hours to fulfil the Position Description

Summary:

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As the Human Resources Officer frequently interacts with staff and the wider College community during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participation in staff devotions, including leading such devotions from time-to-time
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

POSITION OVERVIEW:

Reporting primarily to the Head of Secondary, the Secondary School Administrator will also work closely with Secondary School Coordinators, as well as some work with the College Executive and office staff.

The Secondary School Administrator is a member of the Administration Team responsible for assisting the Head of Secondary and Secondary Leadership team in the smooth running of the Secondary School. The Secondary School Administrator will provide excellent administrative support and highly confidential secretarial requirements to the Heads of Secondary, and assist the Secondary School Coordinators in planning for, and delivery of,

Secondary School activities. In addition, the Secondary School Administrator will provide reception duties on North Campus.

The Secondary School Administrator will demonstrate a strong commitment to Bayside Christian College's vision of partnering with parents in Christian education. They will present welcoming, professional assistance to Bayside Christian College students, their families, staff, members of the College Executive and governing bodies, as well as to the wider College community.

POSITION RESPONSIBILITIES:

- To act as Secondary School Administrator through well prioritised planning and efficient administrative and secretarial support.
- To assist with the planning and logistical arrangements of Secondary School internal events and external information evenings or functions.
- To provide Secondary reception duties on North Campus.
- To demonstrate strong commitment to Bayside Christian College's vision and mission and loyal support to all colleagues.
- To promote the reputation of Bayside Christian College in all matters, and especially pertaining to the role and office of the Head of Secondary.
- Provide administrative support to the Head of Secondary;
- Be proactive in assisting the Head of Secondary to determine the Secondary School calendar, create rosters for staff;
- Provide regular communication to parents and students about Secondary events.
- Organise and minute Secondary School leadership team meetings;
- Follow-up action items from Secondary School meetings;
- Organise internal Secondary examination timetables and arrangements, including communicating with all relevant stakeholders;
- Assist in the development of Secondary School Handbooks and Course guides, and other related Secondary School material;
- Maintain excellent electronic and other records that are pertinent to the Secondary School including, but not limited to, records related to administration, assessments, budgets, expenses, purchases, awards, excursions, meetings, and reporting.
- Other Secondary School administrative tasks under the direction of the Head of Secondary.

PERSON SPECIFICATIONS:

- A sound understanding of and commitment to the Christian mission and philosophy of the College and be an active member of the Christian church
- Strong communication skills, both written and verbal
- Good organisational ability, capacity to multitask and excellent attention to detail
- A high standard of personal presentation and integrity
- A commitment to maintain utmost confidentiality and a strong awareness of relevant privacy requirements, particularly in relation to working with children and families

- Displays initiative, common sense and higher order thinking.

POSITION REQUIREMENTS:

- A high level of computer literacy with experience in word processing, spreadsheets, databases and, ideally, basic publishing software
- Diploma level qualifications in a relevant administrative or commercial discipline
- Demonstrated commitment to customer service excellence
- Ability to work cooperatively with other areas of an organisation to achieve agreed outcomes
- Current driver's licence

REPORTING

- In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. In their day-to-day duties, the position is responsible to the Head of Secondary (the Supervisor).

It is a requirement of this position that the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct.

This Position Description may change at the discretion of the Principal; it is subject to annual review.