



## POSITION DESCRIPTION

<b>Position Title</b>	Secondary & VASS Administrator
<b>Reporting to</b>	Head of Secondary
<b>Type of Position</b>	Permanent Part time
<b>Position Hours</b>	Part-time ( <i>0.6 FTE or 3 days per week</i> )
<b>Review Date</b>	June 2026

### Summary:

Bayside Christian College (BCC) is an ELC to Year 12 College situated on Victoria's Mornington Peninsula. It belongs to the wider network of Christian Education National, which upholds that the ultimate responsibility for educating children belongs to the parents. The College supports and assists parents in their God-given tasks of educating their children. Curriculum is underpinned by a Christian Worldview, which acknowledges the Lordship of Jesus over all creation. The College therefore seeks to nurture and empower students to reach their full potential academically, emotionally and spiritually so that they can contribute to the task of restoring all creation to God's design.

### Position Overview:

The Secondary & VASS Administrator provides the administration support to ensure the smooth operations of the College's Trade Skills Centre (TSC) and VET programs, which includes supporting the TAFE compliance obligations. A key part of the role also involves managing the compliance of Victorian Assessment Software System (VASS). This role will also be responsible for performing reception duties at the North Campus (Years 10-12).

### Position Responsibilities:

#### Trade Skills Centre (TSC) and VET Programs

Support the Secondary staff with the administration and compliance required for the Trade Skills Centre. Duties include, but are not limited to:

- Provide administrative support for VET Coordinators and Trainers. This can include sourcing training materials, course supplies, uniforms, and other resources.
- Support the College with maintaining its VRQA compliance requirements for VET programs.
- Support the administration of the Peninsula VET Cluster (PVET).
- Assist with the planning and event management of the annual Secondary Pathways Expo (Term 3).
- Work with the Student Services Officer and other administrative staff to ensure clear communication with parents and Secondary Coordinators.
- Provide administrative support for the VCE Coordinator, VCE VM Coordinator, Careers and Pathways Coordinator.

- Provide administrative assistance to the Careers and Pathways Coordinator during peak times of the year.

### VASS

- Support the College with maintaining its VASS compliance requirements. This includes setting up the VASS system annually for VCE, VCE VM, and VET programs.
- Ensure compliance with VCAA and VET guidelines through regular liaison.
- Provide support to ensure the College meets all its RTO auspicing and accreditation requirements (AQTF, VRQA, ASQA).
- Work with the Student Services Officer and other administrative staff to ensure all requirements for VCAA are met in a timely manner.

### Reception and First Aid

Perform general reception duties on North Campus - Senior Secondary (Years 10–12) which includes, but not limited to:

- Answering and directing incoming telephone calls.
- Responding to inquiries to the College.
- Entering daily student absences into the College student management system and making follow up communication with families.
- Providing daily First Aid requirements for students.
- Collaborating and supporting the reception staff on South Campus.

### **Personal Requirements:**

- This role requires professionalism, a welcoming attitude, and a strong commitment to Bayside Christian College's mission of partnering with parents in Christian education. The Secondary & VASS Administrator will work closely with students, families, staff, and the broader College community.
- Commitment to the Christian mission and active involvement in a Christian Church.
- Excellent written and verbal communication skills.
- High attention to detail.
- Strong time management and multitasking skills.
- Problem-solving ability.
- Team player who can collaborate with various departments.
- Passion for Senior Secondary VCE, VET education, applied learning, and customer service.
- Experience working with children and understanding of appropriate conduct in child-related environments.
- High computer literacy, including word processing, spreadsheets, databases, and basic publishing software.
- Professional presentation, integrity, and discretion, especially regarding child and family privacy.
- Demonstrated initiative, common sense, problem-solving, and higher-order thinking skills.
- Current Employee Working With Children Check or VIT registration required prior to starting.

**Knowledge & Experience:**

1. Experience in an Educational Environment:
  - Previous experience working in a school, preferably secondary level.
2. Administration and Compliance:
  - Strong background in administrative support.
3. Communication & Coordination:
  - High-level verbal and written communication skills.
  - Ability to liaise effectively with staff, students, parents, and external training providers.
  - Experience coordinating or assisting with events.
4. Technical Skills:
  - Proficient with Microsoft Office Suite, especially MS Excel and MS word.
5. Reception & Student Support:
  - Experience in front office/reception.
  - Ability to handle sensitive information with confidentiality.

**Qualifications:**

1. Minimum Education:
  - Diploma in Business Administration, or a related field.
  - A qualification in First Aid is essential for the first aid component of the role.
2. Highly Desirable:
  - Experience with VASS (Victorian Assessment Software System).
  - Experience managing or supporting VET compliance frameworks (VRQA, ASQA, AQTF).
  - Familiarity with Victorian Certificate of Education (VCE), VCE Vocational Major (VM), Vocational Education and Training (VET) programs and Registered Training Organisation (RTO) requirements.

*It is a requirement of this position that the College's Child Protection 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 College's Child Protection Policy and Child Safety Code of Conduct.*

*This Job Description may change at the discretion of the Head of Secondary, and is subject to be reviewed annually.*