



Position Description

Title	Secondary School Administrator	Reporting	Head of Secondary (HOS)
Type	0.6 FTE	Review	March 2027
Position Hours	8.15am – 4.30pm		

Bayside Christian College is committed to child safety in every aspect of the College. Our College fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns. The College has zero tolerance of any abuse or maltreatment of children. It is a requirement that all personnel working for the College adhere to and demonstrate they are familiar with the contents of the College's Child Safety and Wellbeing Policy, Child Safety Code of Conduct and all associated policies available at www.baysidecc.vic.edu.au

Introduction

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.

Purpose of the Role

The Secondary School Administrator supports the professional and effective operation of the Secondary School. They work closely with the Head of Secondary and Secondary Coordinators, providing high-level administrative and organisational support within a team environment. This role is central to the efficient and professional operation of the Secondary School, ensuring clear communication, accurate record keeping, and effective coordination of daily activities and larger scale events.

Key Relationships

Reporting primarily to the Head of Secondary, the Secondary School Administrator will also work closely with Secondary School Coordinators, the VASS and Trade Skill Centre Administrator, as well as some work with the office staff.

The Secondary School Administrator is also a member of the wider College Administration Team.

Responsibilities

- To act as Secondary School Administrator through well prioritised planning and efficient administrative and secretarial support.
- To assist with the development and maintenance of Secondary School documents and standard operating procedures.

- To assist with the planning and logistical arrangements of Secondary School internal events and external information evenings or functions.
- To provide Secondary reception duties and first aid to senior students on North Campus as needed.
- 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.

Specific Duties:

- 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;
- Assist with planning for Secondary School assemblies, organise awards and certificates;
- Work with the Head of Secondary and Administration Team in the facilitation of well-run College events involving the Secondary School, including, but not limited to, venue bookings, catering, and liaising with internal and external providers.
- 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;
- Organise the Year 12 Graduation jacket ordering process year on year, including liaising with student leaders and the external provider.
- Attend to all Secondary Reception and First Aid requirements on North Campus when required.
- 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.

Specifications

General accountabilities for all Staff

- Demonstrate duty of care to students in relation to their wellbeing
- Be well informed and comply with the College's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- Adhere to the College's professional dress code for staff
- Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- Demonstrate professional and collegial relationships with colleagues
- Demonstrate alignment and support for the ethos of the College
- Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- Be familiar with and comply with all College policies and procedures

Education and Experience

- Commitment to the Christian mission and active involvement in a Christian church.
- Excellent written and verbal communication skills.
- Strong organisational skills with the ability to multitask and attention to detail.
- 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.
- Diploma-level qualification in administration or a related field (preferred).
- Current Employee Working With Children Check or VIT registration required prior to starting.

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