

Administrator – Senior School

A vacancy exists for a full time Administrator to join our Senior School commencing in December 2021 or by negotiation.

Kingswood College is a co-educational Kindergarten to Year 12 College and has been educating young men and women for more than 131 years. Our bold vision is to be a world class school, where our students' potential soars because we nurture and challenge them to know themselves and achieve their personal best as global citizens.

Kingswood College's model for learning emphasises broad, holistic, student-centred learning for the mind, heart, body and spirit, based on our core values of respect, integrity, compassion and responsibility. Implementation of the LATTICE framework provides a holistic, innovative, collaborative, and engaging structure through which learning programs are reviewed, renewed, or reimaged.

In 2021 Kingswood College launched our new Strategic Plan: Towards 2025 and you can download a copy [here](#).

Position purpose

The position has two key tasks; Senior School administration and VASS administration. The Administrator is responsible for the administration and daily organisation for the Senior School, and high-level administrative support for the Head of Senior School. Working in partnership with families to educate the Mind, Body, Heart and Spirit of each student in a community setting so that students can live purposeful lives and reach their true potential.

Organisational relationship

The Administrator – Senior School reports to and is supervised by the Head of Senior School.

The position liaises internally with the Director of Community Engagement, Executive Assistant to the Principal, Registrar, Administrators in other sections of the College and other members of the Executive team.

The Administrator – Senior School has a pivotal role in the customer service management of our current and prospective students and parents, alumni, staff and external visitors to the College.

Principal accountabilities

- Responsible for providing high-level administrative support for the Head of Senior School and for the Senior School.
- Daily organisation of the Senior School including management of students and their records, recording of student and staff attendance and communication of absence to relevant staff, communication of activities in Senior School to parents, students and staff via appropriate medium.
- Integrating the College Synergetic database and Kingsnet as part of the daily work routine.
- Accountability for Synergetic being the single point of truth for student management and Kingsnet for communication and information regarding daily activities at the College.
- Responsible for the administrative support for a wide range of programs, events, information evenings and functions in the Senior School.

- Event management support for the Senior School such as information evenings, orientations, dinners, formals, visiting groups, morning teas etc.
- Main point of reception for the Senior School and the main contact for all enquiries, communication and visitors to this section of the School.
- Application of First Aid and Sick-Bay attendance, and assistance in the Senior School Emergency Management Procedures.

Typical duties

Administrative Support

- High-level administrative support for the Head of Senior School.
- Manage the Head of Senior School's diary: arrange appointments, coordinate meeting schedules, ensure tasks are planned for in a timely manner.
- Manage correspondence and communication directed to the Head of Senior School ensuring a timely response. Draft responses as appropriate.
- Attend meetings and take minutes, where required; follow up action items arising from meetings.
- Providing administrative support for the VCE Coordinators, teaching staff and LATTICE leaders. Under the direction of the Head of Senior School, write and distribute/publish relevant information for students, staff and parents via the appropriate medium such as Kingsnet, email or letter.
- High-level administrative and logistical support for the Senior School program, events, information evenings and functions.
- Maintain the SAC calendar.
- Ensuring all correspondence is accurate, up-to-date and consistent with the College Visual and Editorial Style Guides. Assist in the development, implementation and review of processes and procedures that ensure the administration for the Senior School is effective, efficient and of a high-standard, and consistent with school-wide procedures.
- Coordinate all external examinations – GAT and end of year.
- Source and maintain a list of GAT and Examination Supervisors.

Reception

- Liaise with external professionals and organisations as required by the Head of Senior School – being alert and responsive to all enquiries.
- Reception for the Senior School including responding to enquiries and student needs, welcoming visitors and providing a warm and friendly reception to all.
- Ensuring the Reception of the Senior School is a welcoming physical environment and that it is cleaned, maintained and comfortable for waiting visitors.
- Management and daily organisation of Senior School specific procedures for mandatory government and administrative reporting such as VASS, census etc.
- Assist with the management of accidents or incidents as required, ensuring effective communication to those affected, and ensuring relevant staff complete the appropriate reports for file or further attention.
- Manage the stationery, photocopier and relevant teaching supplies to ensure they are stocked for staff use.
- Maintain a maintenance log in consultation with the Head of Senior School.
- Provide front-of-house support for the Main College Reception as required.

Emergency Management

- Respond to, administer First Aid to students and monitor progress whilst communicating with relevant staff and parents.
- Ensuring Emergency Management and Risk Management (evacuation, invacuation, lockdown, etc) pack is updated daily.

- Any other duties at the discretion of the Head of Senior School, the Principal, Director of Community Engagement or Executive Assistant to the Principal.

Selection criteria

Experience

- Extensive customer service experience.
- Experience in administration ideally within the education sector, event management and database management.
- Developing and maintaining strong interpersonal relationships with internal and external stakeholders.
- Demonstrated ability to work productively in a team.

Skills/Techniques

- Initiative
- Strong team orientation: the capacity to lead, follow, support and work collaboratively as a member of a team/s.
- Appropriate discretion when dealing with sensitive or confidential information.
- Ability to set priorities, and manage multiple tasks.
- Ability to complete tasks and projects in an accurate and timely manner.
- High level communication and interpersonal skills.
- Excellent planning, organisational and event management skills.
- High level verbal and written communication skills.
- An understanding of the advancement/development function.
- Competence and confidence in the use of ICT including thorough working knowledge of Microsoft Office suite including Word, Excel and PowerPoint.
- Strong and accurate attention to detail and thoroughness in following systems and processes.
- Ability to engage with a wide range of ages, and to put people at ease.
- Flexibility and openness.
- Ability to deal with difficult situations, unexpected events, and support those involved.
- Willingness to learn and develop skills.
- Supports the development and implementation of new ideas and processes.
- Have current First Aid training – Level 1 & 2, Anaphylactic, CPR.
- Ability to train and assist other school staff in the most efficient use of VASS.
- Good knowledge of the functions available in VASS.
- Clear understanding of the VCAA requirements for VCE and VET program construction is required.

Kingswood College reserves the right to modify position descriptions as required. Staff will be consulted in any such process.

VASS Coordinator

The effective administration of VASS involves strict adherence to timelines for data entry into VASS database as well as close collaboration with the VCE and VET Co-ordinator is necessary.

Typical Duties

- Have overall responsibility for the VASS computer system.
- Be responsible for correspondence and communication between Kingswood College and the VCAA.
- Enter and maintain student VCE and VET enrolments, unit selections, assessments and results in accordance with the requirements of VCAA and develop and publish a time line for this process.
- Enter Special Provisions through VASS in consultation with the Head of LINKS.
- Be aware of VCAA administrative requirements and regulations, and communicate these to the appropriate Year Level Coordinators, LATTICE Leaders and staff.
- Maintain a file of VCAA correspondence and policy decisions in liaison with the Head of Senior School and Deputy Principal.
- Train staff in the use of VASS functions and inform them of current procedures and deadlines.
- Coordinate the printing of VCE student results in line with the requirements of VCAA.

Kingswood College is committed to child safety. We have zero tolerance of child abuse, and we implement appropriate recruitment and vetting practices. Applicants will need to provide evidence of VIT registration or Working with Children Check prior to the commencement of their employment. Reference checks will be completed as part of the employment process.

Kingswood College is an authorised International Baccalaureate (IB) World School for the Primary Years Programme (PYP) committed to supporting the mission of the IB.

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