

ROLE DESCRIPTION	
ROLE TITLE	Administration Assistant Curriculum and Relief Coordinator PK - 12
DEPARTMENT	Administration
INDUSTRIAL AGREEMENT	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2014</i> <i>Salary Schedule: Administrative and Technical Officers, Level 5 Step 3</i>
ACCOUNTABLE TO	Vice Principal
DIRECTION FROM	Director of Curriculum Administration PK-12
UPDATE DATE	Revised and converted to new format May 2023

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

Provides administration support to the PK – 12 Curriculum Administrator, coordinates the allocation of emergency and planned teacher relief and contributes to the smooth operation and harmonious setting of the Administration Assistant PK-12 in providing essential services to the students, parents and staff of the College.

ROLE RESPONSIBILITIES

ACTIVELY SUPPORT COLLEGE OPERATIONS:

- Compliance with all relevant legislative and regulatory obligations.
- Completion of administrative and operational activities in alignment with College requirements.
- A willingness to undertake tasks as requested by the Principal or their delegate.
- Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.

PK – 12 STAFF RELIEF COORDINATION

- Manage and coordinate relief requirements for teaching staff across the College PK – 12 including, but not limited to:

Challenge — Collaborate — Create — Celebrate

- Receive and acknowledge all applications for relief teaching.
- Maintain a current relief list
- Ensure reference checks are conducted and documented for all new relief staff.
- Collaborate with the Finance officer and/or Leader of People and Culture to ensure all legislated requirements are satisfied including, but not limited to, current TRBWA registration and Working With Children Checks, Newman onboarding & Child Safeguarding invitations
- Be up to date on all Year PK-12 excursions and activities for relief purposes.
- Allocate emergency and planned teacher relief in a daily basis.
- Coordinate room changes as required.
- Ensure daily relief supervision sheets are completed and given to relief staff in a timely manner.
- Publish daily relief Bulletin.

ADMINISTRATION SUPPORT TO THE Director of Curriculum Administration PK-12

- Coordinate external exam facilitation including NAPLAN, OLNA, Bishop's Literacy and Allwell.
- Assist with assessment and reporting requirements.
- Manage timeline, coordinate, collate, label & set up for Years 10-12 exams
- Book external invigilators for the Year 12 & 11 exams
- Collate information and organise exam accommodations.
- Assist with matters relating to curriculum data.
- Issue student WASN numbers.
- Administration for Curriculum variations.
- Manage & prepare Student Booklist/eBooks for upcoming year
- Prepare and print Academic Excellence/Academic Endeavour awards
- Manage rosters for weekly detentions
- Manage Missed Assessments

Other:

- Any other duties as required.
- Provide support to the Director of Curriculum Administration PK-12 as required

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.

- Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and works collaboratively with others within the College to foster team work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

ROLE CRITERIA

Essential Criteria:

- Working with Children Check.
- National Police Clearance.
- Experience handling a busy administration office.
- Knowledge of MAZE, SEQTA, Timetabler, Definitiv, MS Office applications and Google Docs.
- Proficient technology skills.
- Highly developed interpersonal and influencing skills, enabling harmonious and positive relationships with all.
- Sound written and verbal communications skills.
- Highly developed time management and organisational skills.
- Able to multitask and calmly work under pressure.
- Demonstrated ability to work autonomously and as part of a team.
- Able to problem solve and use initiative.
- Able to maintain strict confidentiality.

Work Arrangement

- 43 weeks (40 weeks during term time, 1 week prior to the commencement of the school year and 1 week in October and 1 weeks determined by peak work periods)
- Hours are Monday to Friday 6.15am to 2.15pm
- Part-Time 0.92 FTE