



Presbyterian Ladies' College

MELBOURNE

Position Description

Position:	Administration Assistant (Curriculum)
Position Status:	Part-time (0.8 FTE), fixed-term
Classification:	Level 5 in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
Annual Leave:	5 weeks of annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
Reports to:	Deputy Principal (Curriculum, Learning and Administration). All positions in the College ultimately report to the Principal.

Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

Context of the Role

The Curriculum team consists of 9 members of staff and includes Curriculum Coordination, Careers Development, Senior School Administration and Staff Development. The goal of the Curriculum team is to support student learning in the Senior School and align all projects to the College's goals, as set out in the strategic plan.

Position Overview

The Administration Assistant (Curriculum) will provide administrative support to the Deputy Principal, supported by the PA to the Deputy Principal. Whilst most work is within established routines, the position operates in an autonomous manner with respect to day-to-day tasks and management of workflow. Work

priorities and complex decisions are determined in conjunction with the Curriculum Coordinators and the Deputy Principal (Curriculum, Learning and Administration).

Key Responsibilities:

Examples of duties include but are not limited to:

Communication

- employ high level communication skills to draft and disseminate correspondence and news publications as approved by the Deputy Principal
- prepare agendas and record and disseminate minutes of meetings in a timely manner with acute attention to file maintenance
- coordinate Year 10 examination processes following clear guidelines and procedures
- build and sustain positive relationships with staff, parents, students and other members of the College community
- liaise with external providers on behalf of the College to develop the 2023 student diary and booklists

Organisation

- manage their own workflow in an efficient and effective manner
- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- actively contribute to a broad range of school activities
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected

Administration

- provide oversight of service to ensure access to the Deputy Principal's time and office is appropriate
- assist with the planning and coordination of the Deputy Principal's schedule
- ensure that the Deputy Principal is well prepared for meetings
- compose letters and emails communicating to members of the College community
- assist with the preparation of presentations
- welcome College visitors with openness and always aiming to best meet their needs

Other Duties

- as directed by the Deputy Principal (Curriculum, Learning and Administration) including where necessary assistance to other Senior Executive members

Knowledge, Skills and Experience:

- excellent communication skills both written and verbal, including minute-taking experience
- strong interpersonal and relationship building skills and a customer service focus
- excellent time management skills with an ability to prioritise tasks and meet deadlines
- high level attention to detail, ensuring accuracy of information in documentation
- superior organisation and planning skills

- demonstrated initiative and strong problem-solving skills with an ability to improve processes and practices
- high level computer skills with MS Office, Adobe, Google suite, experience with Synergetic database an advantage
- previous experience in a similar role involving exercise of discretion, tact and judgement
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

Key Attributes:

- warm, welcoming and positive manner, able to empathise with members of the College community
- high degree of confidentiality
- ability to work independently and collaboratively as required
- ability to cope with constant interruptions
- ability to set priorities and multitask
- calm under pressure
- ability to identify areas in operating systems that require change
- genuine interest in supporting the Deputy Principal to achieve the mission, values and goals of the College
- a commitment to ongoing professional learning and growth in skills
- exceptional communication skills displaying sensitivity and discretion
- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- meticulous attention to detail and desire for accuracy
- commitment to the continual upgrade of personal skills and qualifications

Qualifications / Registrations / Certifications:

- Current Working with Children Check (Employee), essential

Key Relationships:

- PA to the Deputy Principal
- Curriculum Administrator – IB/VCE
- Senior School Teachers and Staff

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

In attending to Child Safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer

- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.

In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Policy and Compliance Commitment

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy
Principal

June 2022

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.