



## *Presbyterian Ladies' College*

MELBOURNE

### Position Description

<b>Position:</b>	<b>Boarding House Administrator</b>
<b>Position Status:</b>	Part-time (0.8 FTE), ongoing
<b>Classification:</b>	Level 4, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
<b>Annual Leave:</b>	5 weeks' 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)
<b>Reports to:</b>	Head of Boarding. 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 Boarding House Administrator is part of a team of permanent and casual staff who assist with the functioning of the Boarding House. Members of staff in the College will also be aligned to the College's goals, as set out in the strategic plan.

### Position Overview

The role of the Boarding House Administrator is to ensure that the boarding house office and reception is run in an efficient, professional and friendly manner, whilst working closely with both the Head of Boarding, boarding staff and the School Nurse to ensure that the girls are all well cared for. They are responsible for managing the Boarding House office and providing administrative services to the Head of Boarding ensuring efficient systems are established and maintained.

## **Key Responsibilities:**

Examples of duties include but are not limited to:

### **Communication**

- build and sustain positive relationships with staff, parents, students and other members of the College community

### **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 and have flexibility to attend after-hours commitments when required
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected
- undertake all rostered duties

### **Administration**

- overall responsibility for the reception area, including answering and directing all phone calls and managing the diaries of the house
- provide administration support to the Head of Boarding as required
- confirm and update forms and lists as required by both house staff and Head of Boarding
- manage the Orah electronic leave system for boarders daily and weekend leave
- ensure all meal numbers are submitted to the kitchen in a timely manner
- manage and distribute locked cupboard and wardrobe keys
- update and maintain the timesheet spreadsheet and ensuring that it is updated and forwarded to payroll by the required day of the pay cycle, with all forms collated and returned in a timely fashion
- daily handover with Boarding House Supervisor
- organisation of Boarders' weekly transport arrangements e.g. sport, dance, co-curricular and medical appointments including liaising with external clubs and companies
- liaison with School Administration with regard to bookings of vehicles and drivers
- liaison with boarding staff re transport arrangements
- maintain relevant information for all outings and charging the girls' accounts for attendance at these weekly events
- Collect and collate information in regards to tutors eg: WWCC, location of service, time of classes etc.
- filing of all student personnel information, ensuring that relevant forms are submitted at the start of each school year and recorded accurately
- ensure that all student activity lists are current and up to date
- creation of invitations and posters through InDesign
- maintain student lists and details in consultation with Head of Boarding
- assist with school boarding house tours requirements, as needed

## **Students and Families**

- be approachable, friendly and empathetic in all connections with boarding students
- assist with parent and student requests and needs where appropriate
- manage distribution of student mail
- manage the needs of boarders at recess and lunchtime, and assist in the supervision of students upon request of Head of Boarding
- support the girls in attending some of their activities and events, where appropriate which may include attending events outside of the set work hours
- assist the International Student Coordinator with communications to parents, guardians and families

## **Other Duties**

- as directed by the Head of Boarding
- manage the maintenance needs of the boarding house in liaison with the maintenance department
- work with grounds staff to ensure all grounds are kept in good order
- manage the cleaning needs of the Boarding House in liaison with the Head of Boarding and cleaning staff

## **Knowledge, Skills and Experience:**

- experience working with and caring for adolescents
- experience in the education sector desired
- basic Chinese language skills favourable but not essential
- excellent communication skills both written and verbal
- 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; experience with Synergetic database an advantage
- good research skills
- 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:**

- ability to work independently and collaboratively as required
- ability to communicate positively and effectively with the wider school community and external agencies
- ability to think strategically and analytically
- ability to work under pressure in a calm and methodical manner
- ability to relate well to students and parents
- proactive in providing new ideas and initiatives to improve the administrative processes and procedures for the boarding office
- ability to manage the diverse needs of students living away from home in a boarding context
- a commitment to ongoing professional learning and growth in skills
- a warm, positive and considerate manner

- ability to utilise personal and problem-solving skills to manage and work collaboratively through conflict to resolution
- ability to successfully navigate and manage change through collaboration and team work

**Qualifications / Registrations / Certifications:**

- Current Working with Children Check (Employee), essential
- First Aid Certificate
- Anaphylaxis Certificate
- Asthma Certificate
- Drivers Licence

**Key Relationships:**

- Head of Boarding and other boarding staff
- Senior School Teachers and staff
- Cleaners and Maintenance staff
- Parents, students and families
- External agencies

**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

**May 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.*