

JOB DESCRIPTION



POSITION

Education Support Officer-Administration Administration Assistant to Head of Learning and Teaching

A. Job Specification

Summary of Purpose of Position and Its Responsibilities

To provide administrative support to the Head of Learning and Teaching of St Peter's Woodlands. The Head of Learning and Teaching is responsible for the continual development and implementation of both, the International Baccalaureate's Primary Years Program, Early Years Learning Framework and the Australian Curriculum from Early Learning to Year 7.

Terms & Conditions of Employment

- This is a 0.5 position working 18.75 hours per week, for a minimum of 40 weeks per year (up to 42 weeks per year by negotiation).
- The level of remuneration is established by reference to the School Assistants (Non-Government Schools) Award, and is subject to change from time to time in accordance with the St Peter's Woodlands Enterprise Agreement.
- This is a Level 3 position.
- Working hours are negotiable and will ideally be 4 days per week with Thursday finishing at 5.15pm.

Reporting and Working Relationships

This role reports to the Head of Learning and Teaching.

Key Responsibilities, Duties and Expectations

- Prepare and distribute correspondence
- Minute Taking
- Research
- Collate data
- Project/Event Management
- Publish correspondence to an online environment
- Curriculum document administration
- Parent Teacher Online (PTO) and Subject Selections Online (SSO) data administration
- Assist with the Academic Reporting process
- Liaise with staff, students and parents
- Project management and administration of:
 - Book/Stationery Lists
 - ICAS and Naplan administration
 - University Student Teacher practicums
- Assist with coordination of staff and parent learning forums
- Prepare resources required for staff, parent or student learning
- Provide back-up/support to the Principal's Executive Assistant and other Senior Administrative staff

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- Undertake other tasks as directed by the Principal/Head of Learning and Teaching
- Comply with all SPW policies and procedures
- Comply with the SPW Workplace Health and Safety policy. The onus is on you to appreciate any restrictions you may have in relation to your health. You must take reasonable care to protect your own health and safety as well as the health and safety of others who may be affected by your actions or omissions.
- A willingness to contribute to the Christian ethos of the school

B. Person Specification

1. Essential Skills and Abilities

- Demonstrated competency in the use of the Microsoft Office Suite
- Demonstrated ability to communicate effectively, both verbally and in writing
- Ability to follow a brief, using creativity to produce learning resources
- Demonstrated ability to maintain confidentiality in ALL circumstances
- Demonstrated ability to manage your own time independently and effectively
- Demonstrated ability to use initiative
- Demonstrated ability to present positively and confidently at all times
- Word processing speed to a correct minimum of 60 words per minute
- Demonstrated ability to communicate positively and effectively with children and adults
- Demonstrated ability to work collaboratively in a small team

2. Essential Experience

- Worked independently in a busy and complex environment
- Event organisation or facilitation support
- Experience of proactive provision of support to executive level staff

3. Desirable Experience

- Worked in an Independent School environment
- Understanding of International Baccalaureate Primary Years Program and Australian Curriculum
- Experience working with the 'Maze' and 'iWise' program/database

4. Position Requirements

- Basic Emergency First Aid Certificate or the willingness to undertake same
- Mandatory Notification Certificate or the Willingness to undertake the same
- Current DCSI Police clearance

Signed & Accepted by:		Dated:	
Employee Name:			
Signed by Line Manager:		Dated:	
Line Manager Name:			