



Sheldon College POSITION DESCRIPTION



Academic Systems & Services Administrator

Position:	Academic Systems & Services Administrator
Department:	Academics
Responsible to:	Principal
Reports to:	Director of Teaching and Learning

About Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities.

Our staff are our most valuable investment. Every member of our team plays a key role in delivering excellence in education. We deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of **Love, Laughter** and **Learning**.

Position Overview

Sheldon College welcomes applications for the full-time position of Academic Systems and Services Administrator. The role is vital in supporting the Director of Teaching and Learning (7-12) and Director of Primary (P-6) in the facilitation and coordination of College Academic programs, activities and systems.

The Academic Systems and Services Administrator provides high level administrative support and maintains various school systems and data bases. The successful candidate will be experienced in project management and possess advanced skills and competency in Microsoft Office Suite, particularly Word and Excel and data base systems. Experience in Power BI, TASS, Schoolbox, Learning Analytics would be an advantage and prior experience in a similar role in an educational setting will be highly regarded.

Reporting to the Director of Teaching and Learning, and collaborating with the Director or Primary and Assistant Directors of Primary, this is a Permanent role commencing Term 2, 2025.





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Duties and Responsibilities

As the **Academic Systems and Services Administrator**, you will be responsible for:

Systems

- Confidently maintaining, managing and improving College academic data systems (Learning Analytics, The Alpha School System (TASS) and Schoolbox and Power BI and Timetable Solutions).
- The maintenance and management of College systems and processes to produce student report cards (K-12) twice per year and facilitate continuous reporting.
- The facilitation and maintenance of data for College awards (GPAs, Celebration of Excellence, Celebration of Learning, Pockets).
- The administrative oversight of Academic Scholarship testing and results analysis.
- Working with the Director of Teaching and Learning and the Director of Primary to coordinate and administer NAPLAN, PAT, ACER and ICAS testing.
- The preparation of data reports and presentations as required, but not limited to; cohort progress, subject progress, reports on progress towards school improvement goals.
- Collecting data for external agencies, as required (eg: calculating ATAR predictions).
- The coordination of the College Annual Report.
- The coordination and implementation of annual academic student feedback surveys.
- Assisting with the organisation and administration of assessment blocks, exams and academic events.
- The management and maintenance of the QCE portal.

General

- Collaborate with College Leaders on relevant strategic projects.
- Assist with general administrative tasks as directed.
- Ensure adherence to the school's values and behavioral standard in line with the Staff Code of Conduct.
- Maintain high standards of dress and appearance in line with the school's Staff Code of Conduct.
- Comply with workplace health and safety requirements.
- Participate in staff meetings and professional learning as required.

Qualifications and Experience

- Highly developed technology skills especially in relation to school database systems and related school software and operating applications.
- High level skills in the use of the Microsoft Suite of software including communication tools Outlook, Teams and Word, Excel, Access and Powerpoint.
- Effective problem-solving skills with a proactive approach to resolving issues.
- Demonstrated experience working autonomously and prioritising work to deliver to deadlines.





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- Ability to work collaboratively across multiple departments to deliver required outputs.
- High level interpersonal and communication skills – written, aural and verbal and demonstrated ability to engage with stakeholders of various levels.
- Demonstrated experience administering systems and projects with a required high attention to detail, confidentiality, reliability and integrity.
- High level organisational, management and record keeping skills.
- Previous experience in a similar role in a school setting highly regarded.
- Queensland Working with Children Check (Blue Card) or ability to obtain prior to employment is a requirement of this role.

