

Senior School Administration Assistant

Classification:	CEMEA 2022,, Education Support Staff, Category C, Level 3
Employment Type:	Fixed Term, January - July (6 months)
Reports to:	Maguire Years Leader
Direct Reports:	N/A

Context

Sacred Heart College is a proud, dynamic, high performing school community with strong traditions, a rich history and a deep sense of community and welcome. Our Catholic identity is best exemplified through a program of education that encourages students and staff to pursue the Mercy values of compassion, justice, respect, hospitality, service and courage. The Sacred Heart Way is identified through actions that uphold and advance Catherine McAuley's vision of the lived Gospel, which is at the heart of our community.



Strategy 2021 and Beyond articulates our vision of educating girls in the Mercy tradition to make a difference in our changing world. Key elements of the strategy focus on opportunities to reimagine learning that enables members of our school community to be creative, self-directed and critical thinkers, who are inspired to learn, whose natural inquisitiveness is nurtured and who strive for excellence.

The Senior School consists of a network of staff who work collaboratively with teachers to support the delivery of the VCE, VET and VCAL frameworks. These diverse frameworks reflect student choice and agency, achievement, and capacity unique to all students.



Educating Girls to Make a Difference

A Ministry of Mercy Education Limited ABN 69 154 531 870

Primary Purpose and Key Priorities of Position

The Senior School Administration Assistant provides direct support to the Senior School network and has a range of operational and administrative responsibilities across senior school pathways.

Key responsibilities include but are not limited to:

- Accurately enter, manage and report data across internal and external systems, with particular responsibility for the Victorian Assessment Software System (VASS).
- Act as the College's VASS expert to support teacher access to data as well as primary contact and liaison with the VCAA.
- Partner with Human Resources to coordinate the recruitment, selection, onboarding and management of examination supervisors.
- Coordinate Wednesday Afternoon SACs (or equivalent assessment sessions) and manage contingency class arrangements as required.
- Lead the logistical and compliance components of all official assessments, ensuring adherence to VCAA requirements and College policies.
- Support the coordination and delivery of additional VSV and VSL Senior School education programs, providing supervision and guidance to participating students.
- Collaborate with the Maguire Years Leader and Inclusion and Diversity Curriculum Specialist to prepare and submit special provision applications to the VCAA.
- Provide project, event and administrative support for key Senior School initiatives and activities
- Maintain accurate and up-to-date databases, correspondence, and documentation, ensuring efficient systems, technology use and adherence to College procedures.
- Proactively manage the VET, Vocational Major and VCE My Learning Journey Canvas pages, ensuring content is current, accurate and aligned across pathways.
- Manage and oversee relevant staff calendars, meetings and associated communications.
- Assist with the preparation of reports, presentations and publications using a range of digital tools and formats.

Other accountabilities and duties

In addition to the primary purpose and key priorities, the Senior School Administrator Assistant will:

- Undertake other reasonable duties as directed
- Document and maintain procedures relevant to the position
- Comply with the standards of a Child Safe organisation



- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional and technical development

The Senior School Administrator Assistant will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

Key Relationships

Key relationships include:

- Senior School Teaching and ESS Staff
- Inclusion and Diversity Team Network

Experience, Skills and Qualifications

Essential:

- Exceptional organisational and time management skills
- Strong administration and planning skills
- Specialist knowledge of VCE and exam administration
- An ability to assess, problem-solve and deliver solutions on a range of procedural and student matters
- Exceptional interpersonal, collaboration and communication skills, with particular focus on building strong relationships with stakeholders including young people
- Ability to continually review and improve practices and processes
- High problem-solving and decision-making capability
- Experience in managing highly confidential and sensitive information/data
- Commitment to work within and positively advance the College's Mission and Mercy values
- Understanding and/or appreciation of the principles of a Catholic community organisation

Desirable

- Relevant qualification, or involvement in relevant networks
-

This position requires a current Police Check, Working with Children Check and drivers' licence.

Child Safety



Educating Girls to Make a Difference

A Ministry of Mercy Education Limited ABN 69 154 531 870

Page PAGE 1 of NUMPAGES 2
Last Updated: 09/04/2021

The Senior School Administrator Assistant will be committed to the College's child-safe policy, comply with the Safeguarding Children and Young People Code of Conduct, Mercy Education Limited Code of Conduct and all other policies and procedures relating to child safety. They will demonstrate a duty of care to students in relation to their wellness for learning, and will proactively support a child safe environment.

Acknowledgment

A holder of this position does so acknowledging:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;
- this position description serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- that other reasonable duties may also be allocated.

General Work Description - Education Support Services, Level 3 (VCEMEA)

Competency	i. Competency at this level may include Level 1 – 2 competencies. In addition, competency at this level involves the development and application of professional knowledge in a specialised area(s) and utilising a broad range of skills. ii. An Employee at this level will have a depth or breadth of expertise developed through extensive relevant experience and application, and performs work assignments guided by policy, precedent, professional standards and expertise. This may require the provision of support and advice to senior management and/or performing a support role to a senior administrator.
Judgement, Independence and Problem-Solving	i. Roles at this level will require problem solving that involves the identification and analysis of diverse problems, and will apply appropriate technical training and expertise to decision-making. ii. Roles at this level will generally have scope to undertake some or all of the following in their area: • innovate within own function and take responsibility for outcomes; • design, develop and test equipment, systems and procedures; • participate in planning involving resources used and developing proposals for resource allocation; • exercise high level diagnostic skills on sophisticated equipment or systems; and/or analyse and report on data and experiments



Direction	i. Routine supervision to general direction, depending on tasks involved and experience. ii. Supervision is present to review established objectives
Supervision	i. Roles at this level may be required to: • supervise students while performing their normal duties but may not be used instead of a Teacher; • supervise other Employees at lower levels
Qualifications and Experience	i. Level 3 duties typically require a skill level which assumes and requires knowledge or training equivalent to: • Completion of a degree without relevant work experience; • Completion of an advanced diploma qualification and at least one year's relevant work experience; • Completion of a diploma qualification and at least two years' relevant work experience; • Completion of a Certificate IV and extensive relevant work experience; or • an equivalent combination of relevant experience and/or education/training.

