

POSITION DESCRIPTION

Job Title: Studies Administration Officer (QCAA and LMS Administrator)
Reports to: Deputy Head Senior School – Head of Learning and Teaching
Department: Studies
Date: August 2026



**WE
CHAMPION
GOOD MEN.**

OVERVIEW

As one of the oldest schools in Queensland, TSS is steeped in tradition, yet delivers innovative academic and co-curricular programs providing the opportunity for boys to find their passion and strive to become the best version of themselves.

This wholesome blend of 'old' and 'new' world practices offers a nurturing environment for boys to comfortably mature into responsible, accomplished, and compassionate young men.

TSS is an Anglican day and boarding school, located on the Gold Coast's beautiful Nerang River, and is the city's only boys' school.

VISION

At The Southport School, our students and staff reach their full potential in a safe environment of brotherhood, respect and genuine caring. In partnership with families and our alumni, we challenge and support our students to become men who balance confidence with compassion. We contribute to the community and foster global citizens in the Anglican tradition.

MISSION

TSS COLLECTIVE GOALS

We encourage students and staff to model the TSS Circle.

Collaboration	Cultivate a cohesive school
Innovation	Grow opportunities for innovation
Reflection	Foster a culture of reflection and support
Community	Partner with our community
Legacy	Honour our history and protect our future
Evolution	Continuously improve our learning experience

VALUES

Our TSS values are the guiding principles that underpin our decisions and behaviour from Preschool to Year 12.

Teamwork	We work together in a spirit of trust, loyalty, inclusion, mutual respect, courage, and authenticity.
Scholarship	We learn every day with different approaches to bring a diversity of opportunities.
Service	We contribute positively to our classes, teams, school, families, and communities, learning to lead and improve the world in which we live.

MOTTO

Palnam Qui Meruit Ferat

Let whoever earns the palm bear it

CHILD SAFETY IN ANGLICAN SCHOOLS

Our Anglican schools, and education and care services are committed to promoting the safety, wellbeing and best interests of children, and to preventing, detecting and responding to child harm.

Every child has the right to be safe and feel safe.

As Anglican child safe organisations, we commit to:

- Implementing Queensland's 10 Child Safe Standards and the Universal Principle.
- Operating by Gospel values, which emphasise service, inclusivity, integrity, character, dignity, compassion, and justice.
- Providing children with exceptional pastoral care.
- Providing care that is physically, emotionally, psychologically and culturally safe.
- Taking all reasonable steps to protect children from exposure to harm.
- Empowering children to participate in decisions that affect them.
- Educating children about who to approach if they feel unsafe or have concerns.
- Instructing our community members on how to respond to complaints, concerns, and breaches of our conduct expectations.
- Maintaining effective processes for responding to concerns of child harm.
- Listening, learning, and seeking to improve.

You are required to understand your child safety obligations detailed in the Child Safe Education Policy & Child Safe Responses Procedures.

ROLE PURPOSE

The Studies Administration Officer (QCAA and LMS Administrator) is responsible for providing wide-ranging general administrative support to the Deputy Head Senior School – Head of Learning and Teaching as part of the Studies Administration Team, in addition to specific duties related to the administration of QCAA and the School's Learning Management System (Southportal).

KEY RELATIONSHIPS

- Deputy Head Senior School – Head of Learning and Teaching
- Dean of Administration
- Dean of Pedagogy and Teacher Development
- Studies Administration Team
- Director of Digital Innovation

KEY RESPONSIBILITIES:

STUDIES ADMINISTRATION

Provide the highest level of administrative support to the Studies Department by

- Contributing to the smooth running of the Studies Department, inclusive of
 - Establishing and maintaining filing and archive systems,
 - Attending to incoming and outgoing correspondence and preparing draft responses on request,
 - Screening and directing telephone calls and providing assistance when required,
 - Liaising to ensure parents and students are informed of academic activities,
- Providing relief to Studies reception as and when required,
- Providing assistance with the organisation of
 - Parent Information Evenings
 - Subject Selection Evening
 - ⇌ All formal academic assemblies/events
 - ⇌ Graduation

QCAA COORDINATOR / ADMINISTRATOR ROLE

- Conduct and manage all administrative tasks required by QCAA to meet the school's obligations.
- Assist the Deputy Headmaster – Head of Learning and Teaching with duties associated with, maintaining up-to-date administrative duties of the QCAA Student Management portal including student details and results, including student enrolment for new Year 12 students.
- Distributing QCAA publications to appropriate recipients.
- Prepare and facilitate the processes required for QCAA Confirmation and Endorsement phases.
- Prepare and process all required uploading of submission material and subject documents and data to QCAA portal, when required.
- Under the direction from the Deputy Headmaster – Head of Learning and Teaching,
 - Manage the external assessment processes as outlined in the QCE handbook.
 - Prepare and assist in the deliverance of trial external assessment examinations.
 - Prepare and assist in the deliverance of external assessment examinations.
 - Assist with the preparation of 'Common Internal Assessments' and related Quality Assurance process.
 - Where appropriate, liaise directly with QCAA regarding queries or matters such as portal management enquiries, student external exam timetable and Common Internal Assessments, coordinate and manage external students during external assessments examination who are 'Variation to Venue' students.
- Assisting with the setup and coordination of External Assessment examinations, inclusive of
 - The coordination of External Assessment Exam Papers
 - The preparation in obtaining Comparable Internal Assessment examination papers when needed.
- Coordinate and liaise with Studies Team Leader regarding the following for external examinations,

- The security, storage, and movement of assessment material
- Venue and set up bookings.
- Organise and coordinate IT support for external examinations and trial examinations.
- Prepare and complete all 'Illness and Misadventure' applications for all non-Education Support students during external examinations.
- Extract students results from SouthPortal / TrackOne for QCAA Student Management data entry.
- Prepare and submit AARA applications for all non-Education Support students.
- Process all subject change information provided by the Dean of Administration into the school's internal database and QCAA Student Management portal – provide details for Education Support AARA students to ALN Administrator.
- Liaise with Studies Team Leader to ensure all relevant bookings are completed for all exam blocks (venue, IT, Facilities)
- Provide administrative support to the Dean of Administration and Deputy Headmaster – Head of Learning and Teaching during NAPLAN

LEARNING MANAGEMENT SYSTEM – SOUTHPORTAL ROLE

- Work with Deputy Headmaster – Head of Learning and Teaching, and/or SouthPortal Committee, to develop and maintain appropriate information on SouthPortal pages.
- Maintain an audit of courses/unit/topic pages and other areas in LMS to ensure consistency– SouthPortal.
- Provide timely reminders to key stakeholders to ensure all content is up to date and consistent with TSS style guide.
- LMS – SouthPortal support is provided in alignment with the SouthPortal Responsibility Matrix
- Under the direction of Deputy Headmaster – Head of Learning and Teaching, assist when required, in drafting and communicating notices to parents, students.
- In collaboration with the SouthPortal Committee,
 - Contribute to the project planning and decision making regarding the use of LMS – SouthPortal.
 - Work collaboratively on shared projects to achieve agreed outcomes.

KEY QUALIFICATIONS AND EXPERIENCE:

REQUIREMENT	DETAIL
Relevant qualifications/experience working in School Administration	Desirable
Paid Blue Card (Working With Children Check)	Essential
Criminal History Check Certificate	Essential

SKILLS AND ABILITIES

- Advanced level skills in the use of Microsoft and SharePoint suite of products.
- Strong time management and prioritisation skills – to meet deadlines, and work within agreed timeframes.
- Professional written and verbal communication skills.
- Demonstrated problem-solving abilities, and the ability to adapt to meet the operational needs of the different departments as and when required.
- The ability to work within and for a number of teams, and in support of senior staff members – to work independently and efficiently.

Acknowledgement by Position Description Holder

«CandidateSignature_tag»