



CREST EDUCATION

Position Description

POSITION SPECIFICATIONS

Position Title	CREST Administrator - International Baccalaureate (IB) programme	Department	Management
Location	CREST Precinct	Classification	
Position Reports to (title)	EA to Deputy Principal – Campus Operations/CREST Administration Leader	Status	2 Days per week Ongoing
Working Relationships	SLC Head of Campus CREST Directory of Inquiry & Research/IB Diploma Coordinator CREST Teaching Staff/Students/Parents Executive Assistant Team		
Approved by	Head of Business Services		

CREST CONTEXT

CREST Education is an organisation which is values based, empowers leaders, enables people to make a difference and has a culture of learning and high performance in a Christian environment. CREST believes that the values, attributes and skills that each staff member brings to the organisation underpin its culture and will ultimately result in the achievement of CREST's Pillars.

OUR FOUR PILLARS



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CREST VISION

To be a leading provider of quality Christian Education, delivered by Christian staff, equipping students for a life of faithful service.

KEY RESPONSIBILITIES

The following Key Responsibility Areas indicate what position is directly held responsible for producing/achieving:

Administration Tasks

- Exceptional organisational skills and the ability to manage multiple deadlines with accuracy.
- Strong administrative experience, preferably within a secondary school or senior academic setting.
- Confidence using digital platforms, databases and spreadsheets.
- Attention to detail and accuracy when maintaining student records, assessment information and examination entries.
- The ability to interpret and follow IB regulations, procedures and annual assessment requirements.
- A commitment to the secure and confidential handling of student information and assessment materials.
- Strong written and verbal communication skills, with the ability to work effectively with students, families, teachers and external organisations.
- The capacity to coordinate examination administration, coursework submissions, candidate registrations and access arrangements.
- Undertake additional administrative duties and projects directed by the Head of Campus, IB Coordinator and CREST Administration Leadership.
- Contribute to the overall efficiency and professionalism of the Senior Learning Centre administrative function through teamwork, flexibility, and attention to detail.



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Events and Functions

- Assist the Executive Assistant team and CREST Events Coordinator with the planning and execution of school events and functions, including but not limited to: Open Days, Student Learning Nights, Professional Development Days and other key events.
- Support as directed by the Executive Assistant to the Executive Principal – Campus Operations and the CREST Administration Team Leader.

1. Devotions/Meetings

- Uphold the values and ethos of the school.
- Maintain a professional and positive attitude in all interactions.
- Contribute to a culture of continuous improvement and collaboration.

VALUES AND BEHAVIOURS

- Consistently demonstrate and uphold CREST's shared values and behaviours in all daily activities; including the way in which decisions are made.

OPERATIONAL REQUIREMENTS

CREST INHERENT REQUIREMENTS	FREQUENCY			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk	☐	☐	☐	☒
Sitting - vehicle	☐	☒	☐	☐
Operating telephone / computer	☐	☐	☐	☒
Writing / reading	☐	☐	☐	☒
Spiritual				
Leading or taking part in daily devotions with staff and/or students	☐	☐	☐	☒
Leading or taking part in prayer with staff and/or students	☐	☒	☐	☐
Demonstration of our ethos and Fruit of the Spirit: Galatians 5:22	☐	☐	☐	☒
Incorporating Biblical theology into curriculum	☒	☐	☐	☐
Manual Handling				



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Bending / twisting Spine	☐	☒	☐	☐
Working with one or both hands above shoulder height	☐	☒	☐	☐
Lifting (5kg or under p/item)	☐	☒	☐	☐
Lifting (5kg or over p/item)	☐	☒	☐	☐
Requiring low/light application of force	☒	☐	☐	☐
Requiring medium to high application of force	☐	☒	☐	☐
Lifting/holding/restraining children	☒	☐	☐	☐
Exerting force in an awkward posture	☒	☐	☐	☐
Holding & supporting equipment	☐	☒	☐	☐
Agility				
Squatting / kneeling	☐	☒	☐	☐
Looking up / looking down	☐	☐	☐	☒
Reaching forwards or sideways	☐	☐	☐	☒
Gripping or grabbing equipment	☐	☐	☐	☐
Mobility				
Walking / standing- briefly	☐	☐	☐	☒
Walking / standing- extended	☐	☐	☐	☒
Walking on uneven ground	☐	☒	☐	☐
Climb steps/stairs	☐	☐	☐	☒
Climb ladder	☒	☐	☐	☐
Driving – passenger vehicle	☐	☒	☐	☐
Driving – machinery/heavy commercial	☒	☐	☐	☐
Sensory				
Hearing – face to face / telephone conversations	☐	☐	☐	☒
Hearing – working with loud machinery	☒	☐	☐	☐
Visual – read printed material, signage	☐	☐	☐	☒
Visual – computer screen, electronic signs	☐	☐	☐	☒
Visual – driving	☐	☒	☐	☐
Visual – watching with vigilance (e.g. school traffic control)	☒	☐	☐	☐
Emotional				
Dealing with complex stakeholders	☐	☒	☐	☐
Supporting dependent persons	☐	☒	☐	☐
Dealing with conflict	☒	☒	☐	☐



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Managing complex personal situations	☐	☒	☐	☐
Providing empathy	☐	☐	☐	☒
Work Environment				
Outdoor – exposed to elements, plant & equipment	☐	☒	☐	☐
Confined spaces	☐	☒	☐	☐
Working alone	☐	☐	☒	☐
Working at heights (greater than 2m)	☐	☒	☐	☐
Exposure to extensive dust	☒	☐	☐	☐
Pollen (or other allergens)	☐	☒	☐	☐
Exposure to polluted odours and/or chemicals	☒	☐	☐	☐
Personal Waste	☒	☐	☐	☐

Office Use Only	
	If selected – Musculoskeletal assessment recommended
	If selected – Audiology (hearing) assessment recommended
	If selected – Vision assessment recommended
	If selected – Lone Worker risk assessment recommended

KEY SELECTION CRITERIA (Mandatory)
• Ability to contribute positively to the ethos and culture of CREST Education and willingly uphold the values of CREST Education. • High level of competency and accuracy in Microsoft Office suite: Outlook (for scheduling and communication), Word, Excel, PowerPoint. • Ability to learn school management and CREST Connect, SOBS) and accurately enter data. • High level interpersonal and communication skills. • Ability to manage filing and archiving systems (electronic and manual). • Proven ability to work independently, proactively and cope in pressured and demanding situations. • Ability to be a valuable contributor to the CREST Administration Team. • First Aid Certificate – Level 2 and other First Aid Requirements.

PERSONAL CHARACTERISTICS



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- Professionally presented and able to liaise pleasantly and competently with students, parents, visitors and staff.
- Excellent organisational and time management skills – able to prioritise
- Highly motivated and able to meet deadlines.
- Flexible approach to work, co-operating with others and working in a team
- Diplomatic and tactful and able to maintain confidentiality about sensitive matters

OTHER REQUIREMENTS (Preferred)

- Experience in an educational environment.
- Ability and preparedness to work outside normal agreed hours when required.
- Preparedness to undertake additional professional development opportunities as they arise.

SPECIAL CONDITIONS (Commencement in the Position is deemed as acceptance of the following conditions)

- CREST Education's 'Code of Conduct'
- CREST Education's 'Child Safe Code of Conduct'