



POSITION DESCRIPTION

Administration Assistant Curriculum

Role Title	Administration Assistant Curriculum
Department / Team	Curriculum
Classification Level	Level 3(NSW Catholic Independent Schools MEA – Support Staff Model B)
Reports to	Assistant Principal Curriculum for day-to-day supervision and work allocation. Administration Manager for leave approval purposes only.
Functional relationship	Maintains close working relationship with Principal. Works collaboratively with Director of Administration and Planning and Director of Student Learning. May receive work direction from the Administration Support Officer Curriculum for specific tasks.
Direct reports	Nil

1. Mission Statement

To inspire all students to aspire to greatness.

2. College Charism and Ethos

Oakhill College's charism and ethos is derived from the five core Lasallian principles to view all things with the eyes of faith, to be inclusive, respectful, pursue excellence, and to advocate for justice and service of the poor.

3. Role Purpose

The Administration Assistant Curriculum supports the effective operation of the Curriculum team by providing high quality administrative, scheduling, data management and coordination support to Curriculum leaders and staff. The role contributes to academic operations through accurate reporting, efficient exam and assessment processes, responsive communication and the coordination of curriculum events and student course administration.

4. Role Accountability

The Administration Assistant Curriculum is accountable for delivering accurate, timely and professional administrative support across all Curriculum functions. This includes assisting with scheduling and communication, maintaining academic records and databases, supporting exam and assessment preparation, coordinating curriculum events and providing student course administration. The role also supports workflow continuity by assisting colleagues during periods of high demand or operational need to maintain an effective and responsive Curriculum environment.

5. Delegations

- Financial delegation: Nil
- People-management authority: Nil direct reports.
- Operational decision scope: Act as first point of contact for Curriculum team and triage enquiries, including face to face, telephone and email communication escalating matters to relevant team members as required.

6. Role Responsibilities

Administrative Support

- Assist the Director of Administration and Planning with daily scheduling and communication for teachers and substitutes.
- Provide administrative support to Curriculum leaders as required.
- Assist with triage and management of the Curriculum inbox including responding to and the escalating of enquiries.
- Enter College events (such as assemblies, graduation and staff development days), exams and excursions into the appropriate student management system.

Academic Reporting and Data Management

- Advise the Administration Assistant - Attendance of student details for examinations, TAFE / language school absences and sports contract.
- Assist the Director of Student Learning with the production, distribution and verification of Year 7–12 academic reports.
- Assist with data requirements for NESA and school management system as needed.

Exams and Assessments

Support exam preparation including rooming plans, name and place cards and communication with students, parents, Academic Heads and Deans.

Curriculum Events and Program Coordination – External

- Assist with the organisation of College events including, Parent-Teacher Interviews, Subject Selection, Academic Attainment Services Testing days and Enrolment Information events.
- Provide administrative support for external course enrolments including School of Languages, TAFE and VET programs.

Other Duties

- Provide support in the absence of Curriculum team members as required.
- Provide relief support for front of house/customer facing team members when required.
- Complete any other administrative duties as directed to support College operational needs, including providing coverage and assistance during periods of high demand or staff absence.
- This Position Description outlines the key responsibilities and expectations of the role and may be amended from time to time to meet operational requirements. The College reserves the right to vary duties to respond to organisational needs and to ensure staff work collaboratively and provide support to team members during periods of high demand or absence.

7. Essential Criteria

- Strong interpersonal and relationship-building skills, with the ability to engage effectively with students, parents, staff and visitors.
- Demonstrated commitment to providing high-quality customer service in a professional and welcoming manner.
- An appreciation and understanding of the pastoral care and educational philosophy of the College.
- Excellent planning, organisational and administrative skills, with the ability to manage competing priorities and meet deadlines.
- High-level verbal and written communication skills.
- High level of literacy and numeracy skills.
- Intermediate to advanced computer literacy, including Microsoft Office Suite and experience using databases and student management systems.

- Demonstrated ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Strong attention to detail, with a high level of accuracy in data entry, record keeping and administrative processes.
- Demonstrated ability to work collaboratively as a member of a team while also being self-motivated and capable of working independently.
- Strong time-management, prioritisation and problem-solving skills.
- Ability to coordinate activities, manage timelines and support the effective delivery of events, programs and communications.
- Ability to supervise students and contribute positively to student wellbeing and safety.
- Flexible, resilient and adaptable in a busy and changing environment.
- Demonstrated use of tact, diplomacy and sound judgement when dealing with a broad range of stakeholders.
- Commitment to supporting and promoting child safety and wellbeing in accordance with legislative and College requirements.
- Current Working with Children Check and National Police Check, or the ability to obtain and maintain these clearances.

8. Additional Requirements

All members of staff at Oakhill College are expected to:

- Adhere to the College Safeguarding Standards and Child Protection Policy.
- Hold a valid NSW Working with Children Check or be willing to apply.
- Undertake a Criminal Record Check.
- Model behaviour appropriate to a Catholic school and support the Catholic and Lasallian ethos of the College.
- Support the Senior Leadership Team to achieve the College's Mission, Vision, and Goals.
- Work collaboratively and contribute positively to team-building processes.
- Build positive professional relationships within the College community.
- Provide prompt, professional service and be helpful to visitors and community members.
- Attend staff meetings as required.
- Abide by all College policies and procedures, including privacy, confidentiality, and non-smoking requirements.
- Assist in developing effective communication links within the College community.
- Step into other administration roles when required and undertake duties outside the PD within capability.
- Undertake professional development and training when required.

9. Terms

- Permanent full-time position
- Required to work 202 days per academic year (call-back days vary)
- 38 hours per week, Monday to Friday 8am to 4.06pm
- Classified under NSW Catholic Independent Schools (Support Staff – Model B) MEA Agreement as School Support Staff Level 3).