

Administration Assistant

Department:	English, Languages and Visual Art
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. Our Mission is "to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world".

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. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

Child Safety and Wellbeing

Sheldon College has a zero-tolerance approach to any behaviours that compromise student safety and wellbeing, including child abuse. The College prescribes to the Universal Principle that all children have the right to feel safe, respected, and heard, protected from all forms of abuse, harm, and neglect in a culturally safe environment.

All staff are required to uphold the College's Child Safety and Wellbeing framework, including the Child Safety and Wellbeing Policy, Staff Code of Conduct, and Raising and Responding to Concerns Policy. It is an inherent requirement of all staff members' employment to meet mandatory reporting obligations. Staff must apply a culturally sensitive and trauma informed approach in all Child Wellbeing related activities and Child Safety investigations across all areas of the College.

Successful applicants must demonstrate a commitment to child safety and will be required to complete all mandatory training and compliance requirements prior to undertaking duties.



Position Overview

Provide comprehensive support to the Head of Faculty for English & Languages, Visual Art, and faculty teachers to further support the fulfilment of the College Vision, Mission and Values.

Your Responsibilities

Administration (Curriculum – English, Languages and Visual Art)

- Manage inquiries and requests for Artscapes room bookings and resources via the iLINQ system;
- Coordinate set-up of rooms and resources for events both in the classroom and co-curricular space;
- Customer service, including front desk, phone calls and visitors;
- Preparing written communication to parents, students, staff;
- Maintain resource catalogue (including annual stocktake), faculty stationery and staffroom requirements;
- Prepare College-based paperwork for Faculty administration (Activity applications, Purchase Orders etc.)
- Coordinate external bookings for excursions, provide support for booking and preparing for incursions and external workshop providers;
- Co-ordinate and attend (when requested) Curriculum events (such as Incursions and excursions, Arts events, and English events);
- Assist with the preparation of Year 12 QCAA Confirmation submissions;
- Monitor curriculum budget expenditure;
- General tasks such as photocopying, scanning, printing, compiling, researching, writing, and editing work for teachers in the English and Visual Art faculties;
- Supervision of students during exams (as needed);
- Support classroom Visual Art teachers with preparing resources for lessons, incursions and co-curricular activities

Administration (Cocurricular)

- Administration for Visual Art co-curricular programs (including general inquiries, enrolments, communication, maintaining iLINQ pages, creating rolls, setting up events in TASS, and billing); activity applications and purchase order requisitions; Co-ordinating co-curricular classes, including scheduling and allocation of resources.
- Assist College staff when hosting co-curricular events;



- Monitor timesheets for casual staff;
- Assist with the movement and supervision of students (as needed).

General Responsibilities

- Ensure behavioural standards expected of all children enrolled in the College are maintained and comply with the 4C's of Courtesy, Consideration, Co-operation and Common Sense;
- Maintain high standards of dress and appearance and observe the College's Staff Code of Conduct and policies and procedures;
- Ensure work practices comply with relevant workplace health and safety requirements;
- Complete playground duty;
- Supervision of students (as required);
- Attend staff meetings and professional learning days.

Requirements

- Ability to establish effective relationships with colleagues, parents and partnerships within the wider community.
- Ability to be innovative and creative in striving for continual improvement;
- Highest standards of integrity, professionalism, initiative, problem-solving and collaboration skills;
- Highly developed interpersonal and communication skills – diplomatic, resourceful and adaptable;
- Excellent time management, organisational and planning skills, with the ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks;
- Proficient knowledge and skills in Microsoft Office and Windows;
- Current First Aid Certificate or the willingness to obtain via the college
- Queensland Working with Children (Blue Card) or ability to obtain prior to employment.