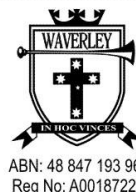


WAVERLEY CHRISTIAN COLLEGE Inc

1248 High Street Road, Wantirna South Vic 3152 | PO Box 395 Vermont Vic 3133
college@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 9871 8600 | Fax: +613 9887 3907

20 College Drive, Narre Warren South Vic 3805
nws@wcc.vic.edu.au | www.wcc.vic.edu.au | Tel: +613 8765 7700 | Fax: +613 9705 9204



ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Name:

Position:

Administration Assistant – Careers, VCE and VCAL

Campus:

Wantirna South

Employment Status:

FTE 0.7

Reports Directly To:

Careers Coordinator & Head of Teaching and Learning

Ministry Specifications:

The Senior School Administration Assistant will play a crucial role in supporting the work of the Careers Coordinator and Head of Teaching and Learning. The role includes the need to prioritise tasks, provide direct support and relevant advice to students

Careers

- Communication of careers information with students including:
 - Careers News
 - Career specific information
 - Principal's Newsletter articles
 - Daily News Sheet announcements
 - Career Surveys
 - Coordination of Events for Careers
 - Organising Excursions
- Communication of careers information with staff including:
 - Subject specific events
 - Organisation of guest speakers
 - Student announcements
- Communication of careers information with parents including:
 - Careers News
 - Work Experience arrangements
 - Community Service arrangements

Year 10 Careers Seminar, VCE Careers Seminar and Pathways evening:

- Organise external presenters
- Communicate and liaise with external presenters
- Designate students to relevant and desired seminar sessions
- Develop content criteria for presenters
- Provide catering, as required

Mock Interviews:

- Liaise with potential Interviewers
- Organise Mock Interview timeline and student session allocation
- Provide catering, as required
- Collate and distribute students' Resumes & Cover Letters to designated Interviewers

Work Experience:

- Distribute and collate of Work Experience forms to Year 10 students
- Enter Work Experience requirements into Careers Database
- Delegate teachers to Work Experience visits
- Collate Employer's Work Experience feedback and evaluations
- Communicate with Year 10 parents
- Liaise with students to help guide them towards appropriate Work Experience places in conjunction with Careers Coordinator
- Maintain Careers website
- Schedule student pathway interviews
- Adhere to key administrative dates

Community Service:

- Support the Year 9 Coordinator with the distribution of Community Service forms to Year 9 students
- Collate & file of Community Service forms
- Enter Community Service requirements into relevant Database
- Delegate teachers to Community Service visits/supervision
- Collate Host Organisation's Community Service feedback and evaluations
- Communicate with Year 9 parents

VCE:

- Assist the Head of Teaching and Learning with the completion of VCE tasks including but not limited to:
 - Soliciting assessment dates from subject teachers and collating assessment date calendars for distribution to students
 - Communicating about VCE Resources / externally run VCE programs (e.g. Neap, TSSM, TSX, etc.) in the VCE Study Centre and homegroup pigeon holes throughout the year
 - Soliciting the Principal's signature for documentation as required throughout the year
 - Entry of Student Full Details Forms; following up all new Year 10-12 students into the College throughout the year as per Enrolments Officer notifications to ensure these forms are completed and entered onto VASS
 - Regularly processing changes to contact details as advised via email by Enrolments Officer
 - Process student subject enrolments and variations
 - Printing of class lists, subject indicative grades and results entry forms; distribution of these to teachers; subsequent data entry; back to teachers for checking; amendments; following up late submissions from teachers

- Maintenance of all VASS hardcopy documentation
- Assistance with the coordination of VCE examinations, including liaising with supervisors and organisation of supervision for the exam timetable
- General filing and administrative tasks

Note: the Careers Coordinator and Head of Teaching and Learning will retain responsibility for all relevant activities and only deputize appropriate tasks.

Vet

- Enter VET enrolment and results data into VASS
- Coordinate the VET Awards Night, including timeline and catering

WCC Alumni

- Manage College's alumni database
- Communicate with alumni as required

General

- Provide support to other Administrative staff members/areas as required
- Actively pursue best practice in the areas of responsibilities

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day for all staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.