



Position Description	
Position:	Administration Assistant
Campus:	Senior
Faculty/Department:	Operations
Load:	0.79 FTE 30 hour week worked over 5 days 8.30am – 3.00pm each day
Duration:	Initially fixed term contract until the end of 2023 with possibility of ongoing
Reports to:	Director of HR
Key Relationships:	Administration staff, School staff, Parents, Students, Head of Campus

School Overview:

Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses (ECC-Year 6) in Frankston South and Moorooduc and a Senior Campus in Langwarrin South.

At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.

At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.

Woodleigh School is an equal opportunity employer.

The Woodleigh Staff Member

An employee at Woodleigh School:

- Encourages a culture of mutual respect, inquiry, innovation and learning
- Places an emphasis on the 5 Elements of the Woodleigh model for Personalised Learning in their professional practice
 - Real world learning
 - Assessment for learning
 - Life-long learning
 - Student agency, coaching and mentoring
 - Wellbeing and engagement
- Communicates effectively with students and families about student learning and progress
- Sets high academic achievement expectations
- Identifies and supports students' social, emotional, and behavioural learning needs
- Facilitates, designs and engages with effective collaboration
- Provides timely feedback and collaborates with others to offer specialised support

Position Summary:

The Administration Assistant will provide high level administrative support across a range of departments at our Senior Campus. The Administration Assistant will act as a backup for when Administration staff are away ill or on leave, or if there is a peak in workload in a particular team. They will have responsibility for efficient and positive communication with a wide range of stakeholders including staff and parents.

The successful candidate will demonstrate strong administrative skills with a high level of attention to detail. They will thrive in an ever changing environment and enjoy a variety of responsibilities in a position where no two days are the same.

Key Responsibilities:

- Administrative support for a range of areas including but not limited to reception, VASS coordination and student data base management, camps and activities, senior leadership support, campus leadership support, database management, events.
- Co-ordinate meetings and diary management as required
- Drafting, proofing, editing and updating documents
- Database entries and management of electronic records
- General office administration duties such as answering of phones, distribution of mail, inbox management and filing
- Reconciliation and review of data sets such as bus charges, student testing data and booklist information
- Acting as first point of contact for campus either in person or via the phone
- Management of parent email communications via the Woodleigh School App
- Management of permissions and medical information via the Operoo system
- Entering of student excursions and camps using the student activity locator
- Review and formatting of policy documentation
- Research into relevant legislative changes and making applicable changes to systems, processes and documentation to reflect such
- Project support
- Visitor sign in and management of incoming visitors to the campus
- Meeting room bookings and event catering bookings as required
- Initiative to identify work improvement opportunities

Selection Criteria:

Must be able to demonstrate:

Administration skills:

- High level organisational, planning and time management skills
- Time management skills, including ability to work to fixed timelines
- Accuracy and attention to detail
- Ability to work under pressure and meet deadlines
- Ability to be self-motivated and to work independently
- Ability to learn new systems and processes quickly and thoroughly
- Well-developed computer skills and good level of competency with Microsoft Office Suite

Interpersonal Skills:

- Discretion and confidentiality
- Excellent verbal and written communication skills
- Warm and inviting communication skills, particularly over the phone with parents
- Maintain strong relationships with teaching and support staff

- Positive and courteous
- Problem analysis and problem-solving skills

Personal Qualities:

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- Ability to work effectively within a team
- The determination to strive for personal best

Desirable:

- Familiar with acronyms and language used in education
- Prior experience as a administration assistant
- Prior experience working in a school setting
- Experience with TASS and Operoo would be highly advantageous

Conditions of Employment:

- A Working with Children's Check is required for this position.
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:

Human Resources

Date prepared:

May 2023

Employee Signature:

Date: