



THE SCOTS COLLEGE

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	Academic Administrator
Department:	Academic Administration - Middle and Senior School
Location:	Bellevue Hill
Reports to:	Director of Studies - Senior School and ultimately reports to the Principal
Functional Relationships:	Principal, Head of Senior School, Head of Middle School, Director of Studies Middle School, Director of Studies Senior school, Academic Staff, Students and Parents, IT Department
Date Position Description Approved:	11 April 2024

Primary purpose of this role

The Academic Administrator is responsible for the management of the school's timetabling systems, specifically using Edval, and the accurate handling of academic records within Synergetic. This role encompasses the organization of class lists, room allocations, subject and tutor adjustments, coordination of NAPLAN logistics, and the handling of academic transcripts and communications with parents regarding academic matters.

Key Tasks and Expected Outcomes

1. Timetabling Management
 - Efficiently manage and update the Edval timetabling system to reflect class list breakdowns, rooming assignments, and subject/tutor changes, ensuring optimal use of resources and adherence to academic requirements.
 - Anticipate and resolve scheduling conflicts in a timely and effective manner.
2. Academic Records Coordination
 - Accurately upload marks and academic reports into Synergetic, ensuring data integrity and compliance with academic standards.
 - Coordinate the preparation and distribution of academic transcripts and references for students, facilitating their applications for further education or opportunities.
3. NAPLAN Coordination
 - Organise all logistical aspects of the NAPLAN testing, including scheduling, room allocations, and resource distribution.

- Communicate effectively with parents regarding NAPLAN logistics, schedules, and results, providing clear and supportive information.

4. Communication and Support

- Serve as a key liaison between academic staff and the IT department for timetabling software maintenance and upgrades.
- Assist in the training of new staff on the use of Edval and Synergetic systems.

5. Related Duties

- Availability to work additional hours during peak timetabling periods, assessment and examination blocks and NAPLAN testing.
- Commitment to continuous professional development in educational administration systems and processes.
- Engagement in school community events and academic planning meetings as required.

Performance Review Conditions

The appointee to the position of Academic Administrator will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

Special Requirements

The nature of this position is such that the Academic Administrator is required to be available outside the 'normal' school hours, is required to participate fully in the life of the school, to attend meetings and make presentations when necessary.

The Academic Administrator will, from time to time, be asked to take on extra duties that are assigned by the Principal.