



Position Description

Position Title	Administrator
Reports to (Position)	Head of Junior School
Location	Melbourne, Australia
Employment Status	Full Time, Ongoing, Term Time Only

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This Position Description is a summary of the core responsibilities and expectations of an Administrator. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.



2. Position Objective

An Administrator is responsible for providing dedicated administration support to enable the efficient and effective operation of the School. This role consists of multiple administrative and operational support functions.

3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Head and Deputy Heads of Junior, Middle, Pre-Senior and Senior Years
- Business Manager
- Operational Staff (Administration and Business Support functions)
- Teachers and Staff
- Students

External

- Parents and Families
- Members of the School Community
- Contractors and Visitors

4. Core Responsibilities and Accountabilities

An Administrator performs a wide range of administrative tasks to support the operational needs of the school. The School reserves the right to alter roles and responsibilities including the re-allocation of administration areas of responsibility as operational needs require.

General Administration

- Greet stakeholder groups with professionalism and courtesy, to maintain a positive public relations focus on service to current and prospective parents and stakeholders
- Contribute to atmosphere of welcome, warmth and hospitality for all stakeholder groups
- Provide positive customer service and respond to general enquiries
- General reception management including phone management
- Administer visitor and contractor management processes
- Arrange couriers and deliveries
- Diligent housekeeping of office and amenities areas
- Organise and coordinate event set-up and pack-up
- Organise catering
- Set-up meeting events and calendar invitations
- Administer tasks on school systems, software and programs to support an efficient and effective school operation. Currently, these include CareMonkey, Synergetic and Zenith (including P/T Interviews)
- Data entry, word processing, including purchase orders, document creation, editing and formatting in line with PGS's style guidelines and PGS administrative protocols
- Preparation of documents and files, including sorting, collating, filing, scanning, printing,
- Database management, file management, storage and archiving – physical and electronic
- Distribute documents and school materials as required
- Record and prepare meeting minutes as directed
- Administer attendance documents and processes, including detention



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- Provide support across PGS's Administration function as directed and required
- Undertake and provide training as required to perform various administrative functions to enable seamless cross-coverage and support backfilling requirements
- Assist with the administration of compliance requirements processes
- Any other administrative or general duties as required across the school

Specialised Functions

An Administrator will provide specialised administrative support functions, which may include, or be any combination of the following Learning Areas (Junior School K-4):

- Provide administration support to the Head of Junior School and all teachers from K-4
- Meet and greet all stakeholders and provide an exceptional customer service experience
- Ensure all parents and visitors phone calls and enquiries are attended to promptly
- Organise camps, excursions and incursions
- Manage Operoo (digital communication and excursion management platform) for all students in the Junior School
- Other duties consistent with the position where required and/or requested by the School

School Functions & Events

- Liaise with school service departments to facilitate events
- Prepare all calendared events including facility scheduling and catering planning
- Attendance of school events to provide administrative support

Workplace Health & Safety

- Adhere to all health and safety regulations
- Report any equipment or incident that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace and its people.

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately
- Understand and work diligently to deliver student duty of care accountabilities.

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

- Sound communication skills – written and verbal
- Excellent interpersonal and customer service skills
- Effective organisational skills to deliver on outcomes and tasks within the required timeframe
- Excellent comprehension – written and verbal
- Good typing speed and accuracy (>50 words a minute)
- High attention to detail
- Exercise strict confidentiality and discretion
- Strong working knowledge of Microsoft Office and collaborative working platforms



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- Strong working knowledge of School software/programs including Synergetic and Zenith Learning Management Systems
- Adaptable and committed to improve capabilities to enable effective multiskilling across the team
- Training and onboarding of staff on tasks and processes
- Work effectively in a demanding and changing work environment
- Contribute to a culture of continuous improvement and operational excellence for 'One School', through the positive embracing and implementation of change
- Satisfactory level of health and fitness to competently undertake the inherent requirements of the job

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- High school education (VCE or VCAL equivalent)
- Diploma or higher qualification in Administration (preferred)
- Current Working with Children's Check
- Current Police Check
- Current First Aid – HLTAID003

Experience

- Minimum of 2 years' experience in a similar administration role
- Work experience in the education sector
- Proven ability to work with stakeholder groups to complete required tasks across varied contexts
- Proficient in MS Office Applications – including OneNote, Word, Excel, PowerPoint and Microsoft Teams
- Confident in working autonomously and with diverse teams to produce consistently positive and productive outcomes
- Ability to multi-task and manage time effectively to deliver on priorities

7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Friendly and courteous manner
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School



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- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Business Manager. In its day-to-day duties, the role will be responsive to the needs of the School
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2010) and the National Employment Standards. The position is graded at School Administrative Services Grade 3 in the Award
- Work attendance outside of ordinary school hours is required where directed to support events, functions and programs.

• **Core Demands**

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>