



NOWRA ANGLICAN COLLEGE

Administration Leader (Deputy Principal Support and Event Coordination)

Who we are, and what we commit to:

Respect | Compassion | Wisdom

Nowra Anglican College is a respectful community grounded in Christ's compassion, learning to live with wisdom.

Mission

To provide a high quality Christian education with a welcoming community where all individuals are valued and belong.

As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.

Our Vision

To be a community of learners, living and serving in Christ's world.

Position Overview:

The Personal Assistant has two main focus areas. Firstly to support the Deputy Principal's in administration - specifically diary management, record keeping, communication and maintaining efficient and effective general administration practices. Secondly, special event coordination within the school.

This senior level administration position will be filled by a candidate with a warm and welcoming disposition, accompanied by advanced organisation and strategic administration experience. An extremely high level of confidentiality is expected within this role.

The three key functions of the role are:

People - To ensure a welcoming environment to the office of the Deputy Principal for students, staff and parents. To build strong relationships with all teaching staff and fellow administrators to facilitate constructive collaborative partnerships. This role is the 'glue' that ties many functions within the school together.

Process - apply effective and efficient administration processes to participate in the administration of the school. In particular these processes will apply to wellbeing record keeping in the school database, as well as efficient collaborative event coordination.

Communications - ensure all communications from the Deputy Principal's are accurate, professional and align with the school's style guidelines.

The School:

Nowra Anglican College is a dynamic P-12 school located in the beautiful Shoalhaven. The College is in an exciting stage in its life, experiencing rapid growth as it implements its strategic plan fostering high quality learning and the development of the whole child.

The area is a fast-growing regional centre in NSW with a diverse range of employment and recreational activities and services. Locals enjoy an all-encompassing coastal lifestyle with easy access to both the mountains and beaches.

Position	Administration Leader (Deputy Principal Support and Event Coordination)
Appointed by	Principal
Responsible to	Deputy Principal - Wellbeing and Growth Indirectly to Director of Community Relations
Key working relationships	Deputy Principal - Learning and Innovation, Administration Leader (Deputy Principal Support and School Operations), School Services Team (Administration), Community Relations Team (Enrolments, Marketing, Communications and Alumni), Executive Team, Middle Level Leaders including: Head of Pastoral Care - Senior School and Coordinators of Pastoral Care Junior School; Head of Diverse Learning; Heads of Department and Leaders of Learning, Facilities Manager, All Staff.
Last updated	December 2021
Involvement in the Life of the School	<p>The Administration Leader will be a member of the following:</p> <ul style="list-style-type: none"> • Deputy Principal Team <p>All staff are required to:</p> <ul style="list-style-type: none"> • Attend Staff Devotions. • Attend other staff meetings and committee meetings when required. • Coordinate/participate in a co-curricular activity such as a music ensemble, a lunchtime club or sporting team. • Perform other duties that are deemed appropriate by and in negotiation with the Deputy Principal - Learning and Innovation, or Principal, as required from time to time.
Duties - People	<p>The Administration Leader is expected to contribute to ensuring that the College is a welcoming community where all individuals are valued and belong.</p> <ul style="list-style-type: none"> • Ensure that staff, students, parents and the wider community have a positive and welcoming experience. • Conduct and participate in regular team meetings. • Work in consultation with the team to write, review and continuously improve school operations procedures. • Ensure confidentiality of sensitive information and uphold the College's Privacy Policy.

Duties - Process	<p>The Administration Leader will support the smooth running of the school with efficient and effective processes:</p> <ul style="list-style-type: none"> ● Maintaining the Deputy Principal's diaries, including prioritising and scheduling appointments. ● Proactively triaging communications and requests to draw attention to urgent matters that require a timely response. ● Screening and redirecting mail, email, telephone calls and meeting requests as required in order to maximise the Deputy Principal's productivity, avoid unnecessary interruptions and ensure efficient communication with key stakeholders. This will include redirecting student and parent queries to other members of staff as appropriate. ● Assembling and preparing documentation for interviews and appointments for the Deputy Principals. ● Scheduling and where relevant attending meetings as requested by Deputy Principals and assisting in minute taking. ● General school administration including record-keeping, printing, binding and typing. ● Administration of student lockers in consultation with Year Coordinators. ● Providing support with Edval and Edumae administration across K-12. ● Responding to and resolving student/parent/carer administrative tasks. ● Assist in regular student service functions: late sign ins/sign out, first aid, administering medication (as appropriate), accepting payments, supporting attendance administration, coordinate student computer borrowings and general office cleaning and support. ● Assisting in maintaining up-to-date student and parent records on the Edumate database. ● Assist the Community Relations Coordinator on other tasks as requested.
Duties - Events	<ul style="list-style-type: none"> ● Coordinate events (K to 12) as directed by the Deputy Principals in partnership with the Community Relations team. This includes preparing Variation to Routine paperwork and risk assessments, as well as liaising with and coordinating other people and teams involved in the event. ● Supporting Year Coordinators with camp administration.
Duties - Communication	<ul style="list-style-type: none"> ● Generate letters and communications to parent/carers e.g. award winner notifications, pastoral letters. ● Assist in the production of student communications. ● Edit and support the production of communications that are classified as message sensitive or have a reach of equal to or more than one year group. ● Assist the Community Relations Coordinator in producing on-message social media content. ● Assist in website management. ● Assist in school promotions, including major enrolments campaigns and event invitations. ● Assist in photography and videography at school events.

Duties - Corporate	<ul style="list-style-type: none"> • Contribute to and maintain the College's reputation, ethos and values with colleagues, students and the wider community. • Encourage students to know and live the College values in all aspects of their lives. • Model and uphold a high standard of professional behaviour.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Supportive of the Christian ethos and independent nature of the College within the context of the vision, mission and values of The Anglican Schools Corporation as demonstrated by active participation in their local Christian church (reference required). 2. Diploma or Degree qualified in Business, Administration, or equivalent high-level administration experience. 3. Evidence of excellent communication skills, both written and verbal. 4. Ability to adapt in a fast-paced environment and to lead the continual improvement of processes. 5. Strong technical skill set in information and file management. 6. Highly proficient in MS Office and Google software. Experience working with school databases and particularly Edumate would be advantageous. 7. Demonstrated ability to: <ul style="list-style-type: none"> • retain highly confidential information with discretion • work under pressure • set priorities and meet deadlines • solve complex problems creatively • communicate effectively with a wide range of people, from young students to staff and external community members. 8. A resilient operator in good personal health. 9. Able to demonstrate flexibility and adaptability when working as part of a team.
Desirable Selection Criteria	<ol style="list-style-type: none"> 1. Experience working in a school administration context
Workplace Health and Safety	The Administration Leader will comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practices to the Health & Safety Committee.
Working with Children Check and Vaccinations	The Administration Leader will have Paid Employee Working with Children Check clearance and comply with all relevant policies relating to Working with Children. They will also have up-to-date COVID-19 vaccination.
Performance Review	All members of staff will undertake an annual Performance Review which is designed to strengthen workplace relationships, career development and effective workplace participation.
Hours of Work and Pay	This role will be remunerated in line with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement. The level of pay will be determined in line with the candidates experience. The role is full-time.

	<p>The hours of work will be during the School Office open hours from 8:00am to 4:06pm, Monday to Friday, in addition every second Thursday until 5:00pm. In addition, the Administration Leader will be required to work after-hours or occasionally on weekends (e.g. Open Day, major school events). Overtime can be accrued as time-in-lieu and taken during the school holidays as negotiated with the candidate.</p>
Name of Position Holder	
Signature of Position Holder	
Date	
Signature of Supervisor	