

Position Description

Year 5-12 College Services Administrator

2025

RELATIONSHIPS AND NETWORKS

LEAD BY · Executive Assistant to the Campus Principal

COLLABORATES WITH · Section Leader(s)
· Head(s) of Teaching and Learning
· Administration Teams (Berwick & Pakenham)
· Teaching Staff

KEY WORKING GROUPS · Section Leadership Teams
· IT and Maintenance Staff
· Teaching Staff
· Wellbeing Team
· College Timetabler
· Head of College Operations
· Students

EXTERNAL GROUPS · College community
· Suppliers and External providers
· Bus Companies

POSITION CONDITIONS This is a full-time ongoing position commencing as soon as possible or by negotiation.

This position commences 5 working days before the Teachers first working day of each year and concludes 2 working days after the Teachers last working day of the school year. The role is required to work one day during each school holiday period.

The person undertaking this role is entitled to 4 weeks annual leave and is required to take 6 weeks as leave without pay during non-term weeks.

The role commences work at 8am and concludes at 4.30pm with a 20 minute paid break and a 54 minute unpaid lunch break.

The role is a multi-campus position, based at the Pakenham campus and may be required to work at both Pakenham and



Berwick campus to meet the operational needs of the College. Notice of less than 24 hours of a Campus move will require mutual agreement.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Education Services (Schools) General Staff Award 2020.

REFERENCE
DOCUMENTATION

Staff Code of Conduct
College Policies and Practices

PRIMARY PURPOSE OF THE POSITION

The Year 5 - 12 College Services Administrator is responsible for supporting administration needs primarily for the Year 5 - 12 Sections and for bus coordination. The Year 5 - 12 College Services Administrator reports to the Assistant to the Campus Principal. The incumbent must possess excellent communication and sound administration, technical and organisational skills along with an ability to work under pressure with competing priorities. As a collaborative team player, the Year 5-12 College Services Administrator will provide a high standard of service to key groups within the College community.



KEY RESPONSIBILITIES FOR THE POSITION

Responsibility	Timing	Key Performance Indicator
Family data held in our College databases (e.g. Synergetic, Timetabler and Operoo) is accurate and current and updated as required.	Ongoing - Timeline throughout the year at key collection points	Accuracy of data collection and input
Ensure the timely completion of administrative tasks as allocated in the ticketing system.	Ongoing ticket System	Collection of data created via Ticket System
To provide a central point of contact for families, students and staff in the 5-12 sections across a range of communication platforms.	Ongoing	Timely provision of accurate information
To provide assistance in the coordination of School events as required	Ongoing- Timeline throughout the year at key events	Overall organisation and success of each event
Timely management and communication of student absences	Ongoing - Daily process	Accuracy of data collection and input together with timely communications being sent out
To ensure appropriate emergency information is up to date as part of the College's emergency management plan as required.	Ongoing	Accuracy of data collection and input together with timely communications being prepared for emergency purposes
Act as a fire warden as required	Ongoing	Effectiveness of team environment and specific awareness of regulations required
Work as part of a collaborative team to ensure consistent and efficient college systems and practices	Ongoing ticket system together with team awareness	Effectiveness of team environment and review process



KEY TASKS FOR THE POSITION

Responsibility	Timing	Key Performance Indicator
Update parental data as part of the ongoing updating of parental data processes of the College	Start of the year/Ongoing	All parent data is up to date.
Act as a point of contact for enquiries from students, parents, staff and wider community	Ongoing	Ability to resolve enquires in a timely and efficient manner
Assist with calendar planning and organisations	Ongoing	Accuracy of data collection and input
Prepare correspondence and communication in line with College protocols and style guide	Ongoing	Ability to communicate in a timely, professional and efficient manner
Supports year 5-12 in the communication of uniform infringements and absence concerns with families	Ongoing - via ticket system	Ability to communicate in a timely, professional and efficient manner
Assist with the preparation of reports from Synergetic	Ongoing	Effectiveness of team environment and review process. Attention for detail.
Maintain and update data on the College intranet (BeaconNEt) and digital signage and staff rooms	Ongoing	Effectiveness of team environment and review process. Attention for detail.
Maintain and update data on College database (for example Synergetic/Operoo)	Ongoing	Effectiveness of team environment and review process. Attention for detail.
Collate and enter absences and follow up absentees	Ongoing	Accuracy of data collection and input
Maintain stationery supplies as required	Ongoing	Ability to monitor and forecast requirements.
Assist with events administration and coordination including Information Evenings, Presentation Afternoons, Student Progress Meetings and off-campus / college events	Ongoing	Overall organisation and success of each event
Perform other administrative support tasks as directed	Ongoing	Effectiveness of team environment and review process. Attention for detail. Efficiency.
Assist in the communication of all Student Bus requirements	Ongoing	Effectiveness of team environment and review process. Attention for detail. Efficiency.
Support administration across the College as required	Ongoing	Effectiveness of team environment and review process. Attention for detail. Efficiency.
Attend regular one on one meetings and team meetings	Ongoing	Effectiveness of attendance and participation
Work closely with Sections regarding transition program	Ongoing	Effectiveness of communication
Health Centre cover	Ongoing	
Provide relief support to administrative areas of the College	Ongoing	Effectiveness of team environment and review process.
Coordinate and administer all aspects of student bus requirements	Ongoing	

QUALIFICATIONS

- Solid computer and technical skills, including experience with databases and applications within the Microsoft suite
- Possess good written and verbal communication skills
- Proactive approach to planning and organisation
- Adaptable with flexibility to work as part of a team or independently
- Professional demeanor and pleasant phone manner
- Strong problem solving and analytical skills
- Ability to coordinate tasks as a lead administrator with colleagues assisting as required
- Suitability to working in a dynamic and changing office environment
- Ability to remain calm under pressure and effectively multi-task and prioritise work
- Initiative, discretion and ability to maintain confidentiality
- Ability to work autonomously at times with little guidance or instruction

SELECTION CRITERIA

Essential

- Demonstrated experience in an administrative role at a high level
- Possess an excellent knowledge of contemporary software packages and skills and experience in database system
- High level communication skills, including the ability to draft and edit and format documentation
- Forward thinking with an ability to adapt to new processes
- Excellent interpersonal skills, including the ability to interact effectively with key stakeholders
- Possess the maturity to deal with people at all levels of the organisation
- Capacity to work professionally with a collaborative team
- Excellent organisational and time management skills including multi-tasking and meeting deadlines with minimal supervision
- Capacity to apply analytical and problem solving skills to non-routine activities
- Flexible approach to work
- The incumbent must hold or be willing to complete the following training for the role:
 - An employee Working With Children Check
 - A current Police Certificate (valid within 12 months)
 - HLTAID003 - First Aid (with current CPR update)
 - 22099VIC - First Aid Management of Anaphylaxis
 - 22024VIC - Emergency Management of Asthma

Desirable

- Familiarity with the operation of schools
- Synergetic and Operoo experience
- Flexibility to increase working hours if required



PHYSICAL CAPABILITIES

- Sitting (occasional 1-33%)
- Standing (frequent 34-66%)
- Walking (frequent 34-66%)
- Talking (frequent 34-66%)
- Listening (occasional 1-33%)
- Steps/stairs (frequent 34-66%)
- Carrying (occasional 1-33%)

WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management
- Co-operate in relation to activities taken by the College to comply with Work Health and Safety (WHS) legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace

CHILD SAFETY STATEMENT

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's *Child Safe Policy* and *Code of Conduct*, which are available on our website [here](#). Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, criminal record checks, *Working with Children Check* (WWC Check) and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.

