



Position Description

Administration Assistant Curriculum, Assessment and Reporting



POSITION DESCRIPTION

POSITION: Administration Assistant Curriculum, Assessment and Reporting

ORGANISATIONAL UNIT: Teaching & Learning Team

POSITION STATUS: Permanent

CLASSIFICATION: Administration Level 3

POSITION OVERVIEW:

The Administration Assistant Curriculum, Assessment and Reporting position is part of the Teaching and Learning Team. This position is responsible for the administration of tasks related to curriculum, assessment and reporting for Bacchus Marsh Grammar.

KEY DUTIES & TASKS

1. Statistics and Data Analysis

- Organise and provide logistical support for the distribution of information and reports to staff.
- Provide administrative support regarding statistics and data analysis projects and adhoc tasks as required.

2. Curriculum and Assessment Administration

- Collate curriculum documentation.
- Format exams for teaching staff.
- Provide support with the administrative tasks relating to the preparation of exams as required. This includes:
 - Coordinate S: drive for finalised exams.
 - Coordinate final sign off by teacher of each subject and Head of Department.
 - Assist with organisation of exams for administering in WS1.
 - Liaise with BM to print & copy for drop off and collection of exams.
 - Assist with the organisation of NAPLAN tests for administering.
 - Coordinate the collection of modified examinations.
 - Correct and collate timetables for students who have clashes to ensure that the individual exams are available in the correct time slot.
 - Collate individual timetables for students who have SEAS to ensure that exam invigilators / TAs are able and ensure that SEAS students' exams are ready for each exam time.
 - Complete SEAS applications for applicable students via NAPLAN and coordinate communication between BMG and parents.
 - Input student information and export roles via NAPLAN.
- Provide support with the administrative tasks related to scholarship and assessment days.
- Provide support with the administrative tasks related to internal benchmark assessments, such as the OARS Progressive Assessment Test.

3. Reports

- Oversee and coordinate the printing of reports.
- Oversee and coordinate the proofreading of reports process.
- Provide administration support and monitor the printing of any report re-prints as required.

4. Support of Teaching & Learning Events

- Support with the coordination of Parent-Teacher Interviews.
- Administrative support for school events related to Teaching & Learning, such as Literacy Week.

5. General Administration

- Take meeting minutes for relevant Teaching & Learning meetings, such as the Heads of Faculty meeting.
- Administrative support for the Teaching & Learning leadership team. This includes:
 - Deputy Principal, Teaching & Learning
 - Assistant Principal, Director of Literacy Education & Development
 - Deputy Director of Teaching and Learning
- Data administration

6. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students; and
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

7. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct
- Adhere to & cooperate with all OHS policies & procedures and relevant legislation
- Comply with legal, regulatory, ethical, environmental & social responsibilities and requirements
- Manage own development and professional learning relative to this position

8. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active & constructive manner.

9. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Deputy Principal, Teaching and Learning
- **Direct reports to this position:** n/a
- **Internal Relationships:** All staff
- **External Relationships:** students, parents, general public

EXTENT OF AUTHORITY

- The incumbent will possess efficient knowledge and skill to provide administrative support.
- Significant discretion and independent judgement are required with constraints set by the Assistant Principal Director of Students and/ or Principal.
- Exercise the highest degree of confidentiality, discretion, patience, tact and diplomacy at all times.

KEY SELECTION CRITERIA



Qualifications/Licence

- Certificate in Office Administration and/or Administration.
- Working with children check (employment card)
- National criminal history check.

Essential Criteria

- Outstanding and effective interpersonal and communication skills – both written and verbal.
- Ability to prioritise tasks and issues to manage and meet strict deadlines.
- Advances skills in the use of the Microsoft Office Suite and Google applications with the willingness and desire to adapt to new programs and applications.
- Ability to work collaboratively, establishing rapport and maintain effective working relationships with stakeholders across the school.

Desirable Criteria

- Experience in administration positions.
- Experience in education environment.

AUTHORISATION

Approved: _____ Date: _____
Andrew Neal, Principal

I have read and agree to abide by the requirements of this position description.

Print Name: _____

Signed: _____ Date: _____