



## Campus Administrator | Executive Assistant

### Role Description

### About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

### Our Vision and Mission

#### Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

#### Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

# Workplace Expectations

## Professional Practice

- Foster supportive positive professional relationships
- Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- Undertake and comply with mandatory training and regulatory requirements as determined by the School
- Attend School meetings, as requested, including outside of usual work hours
- Participate in professional learning, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or delegate)

## Work Health & Safety (WHS)

- Participate in the development of a safe and healthy workplace
- Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

## Child Safety

- Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

## Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position.

Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

## Professional Review

This Role Description will be relied on as a framework for professional review.

<b>Role</b>	Campus Administrator   Executive Assistant
<b>Campus</b>	Secondary
<b>Department</b>	Administration
<b>Line Manager</b>	Business Manager (or as delegated)
<b>Secondary Line Manager</b>	Deputy Principal
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>□ Recognised tertiary qualification/s (desired)</li> </ul>
<b>Skills, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>□ Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively</li> <li>□ Demonstrated knowledge and experience in administrative and operational practices</li> <li>□ Evidenced ability to communicate effectively with internal and external key stakeholders</li> <li>□ Evidenced strong interpersonal skills that foster a collaborative team environment</li> <li>□ Evidenced strong organisation and time management skills</li> <li>□ Demonstrated knowledge and experience with workflow improvement and process efficiency in a school environment</li> <li>□ Demonstrated advanced Microsoft 365 skills,</li> <li>□ Experience with data management and reporting within a student management system (desired)</li> </ul>
<b>Role Profile</b>	<ul style="list-style-type: none"> <li>□ The Campus Administrator   Executive Assistant (CAEA) provides high level support to the Deputy Principal and plays a pivotal role in the effective and appropriate Administration team management of the Secondary Campus, ensuring co-operation and cohesion within the team.</li> <li>□ The CAEA will require an eye for detail, strong work ethic and an understanding of the complexities of a P-12 School.</li> <li>□ The CAEA position is expected to demonstrate leadership practices underpinned by emotional intelligence characteristics in all professional dealings with staff, students and wider community members. In particular, the CAEA is expected to display self-awareness, self-regulation, motivation, empathy and social skills in all that they do.</li> <li>□ Under the guidance of the Administration Manager, the CAEA will support the development of the skills and service culture of the Epping Administrative team.</li> <li>□ The CAEA is responsible for ensuring the delivery of consistent and appropriate student administrative support and first aid care, and ensuring it is provided, communicated and documented appropriately.</li> <li>□ The CAEA is to provide appropriate support to the Epping Administration team to review tasks, improve processes and to further progress the team's professional development program and training pathways.</li> <li>□ The CAEA, as the Team Leader of the Administration team located at Epping, is to ensure the team is working effectively and collaboratively and that day-to-day administrative issues are resolved in a timely and professional manner.</li> </ul>

## **Role Function** **[daily tasks]**

The Campus Administrator | Executive Assistant, throughout their daily work practice, is expected to undertake the following, noting this is not an exhaustive list.

### **Executive Assistant**

- Facilitate an even workflow through the office of the Deputy Principal and ensure that matters of high priority are attended to expeditiously
- Manage and maintain the Deputy Principal's calendar
- Attend meetings, as required, and take, finalise and distribute meeting minutes
- Open, sort and attend to all correspondence (including electronic), as directed
- Screen incoming phone calls and manage confidential correspondence and phone calls
- Assist with clerical and administrative tasks such as preparing information particularly prior to meetings, correspondence, reports, digital imaging, updating intranet and website, presentations and other documents and analysis, as required
- Preparing and processing forms requiring the Deputy Principal's approval ensuring accuracy and adherence to policy/budgetary constraints
- Reconciling the Deputy Principal's credit card transactions
- Manage the processing and filing of correspondence, reports, etc.
- Respond to enquiries (including redirecting) on behalf of the Deputy Principal within authorised level of knowledge and in a timely manner
- Liaise with senior management, teaching, administration and support staff, on behalf of the Deputy Principal, as needed
- Attend agreed events and functions.

### **Campus Administrator**

- Model effective leadership and exemplary administrative and operational practices
- With the support of the Administration Manager, lead, pragmatically and collaboratively, the analysis and resolution of problems related to administrative and operational practices of the Epping Administration team
- build a culture of respect and trust in which improvement is shared, well supported and competently led
- mentor new Administration team members, as required
- engage in collaborative and respectful feedback conversations that encourage continuous cycle of professional growth, development and improved professional practice of self and others

### **Student Services Administration**

- Manage and monitor the School's student database to ensure accuracy of student personal and medical information, particularly to support MCEETYA and Census reporting obligations
- Manage and monitor attendance and absence reporting obligations in keeping with the School's statutory reporting obligations, and provide trend analysis as required
- Oversee the delivery of students' medical and first aid needs, ensuring excellent customer service is provided to students and parents