



The Glennie School
Position Description for

**Academic Administration
Officer**

CLASSIFICATION LEVEL:	School Officer Level 3
STREAM:	Administration
QUALIFICATION:	Certificate III in Business Administration or similar; sound knowledge of Microsoft Office applications and Google apps.
SUPERVISOR:	Deputy Principal
POSITION DETAILS:	Full-time, term-time position, 38 hours per week, 37 weeks per year. Additional days will be required during school holiday periods for up to five weeks in a school year as directed.
PERFORMANCE REVIEW:	A six month probation period will apply from date of initial appointment. Performance review will be conducted by the School annually after date of initial appointment.

POSITION SUMMARY

The Academic Administration Officer provides high quality administrative assistance to the students, parents and staff in terms of advanced computing and office management, and effective secretarial support through the use of problem-solving and organisational skills. This may include revising existing systems or devising new systems as required.

The Academic Administration Officer has a strong customer focus, offering helpful, friendly and approachable service. The role requires the ability to use initiative, resolve minor matters, and refer more serious matters to appropriate members of staff.

The Academic Administration Officer works independently as well as collaboratively as part of a team and maintains systems and procedures and establishes task priorities to meet deadlines and commitments.

PERSONAL ATTRIBUTES AND GENERAL PREREQUISITES OF STAFF AT THE GLENNIE SCHOOL

The personal attributes and skills expected for this position include the ability to:

- demonstrate support for, and empathy with, Anglican values and beliefs together with the School's mission, vision and philosophy

- comply with all guidelines, policies and procedures as set out in legislation, the current Queensland Anglican Schools Enterprise Agreement and other School policies
- maintain confidentiality in all matters relating to students, parents and staff
- demonstrate well-developed interpersonal skills, displaying the Glennie Values (Respect, Compassion, Courage and Integrity) and caring attitude towards all members of the Glennie community
- ensure daily behaviour and dress standards are professional, and adhere to the School's Code of Conduct
- demonstrate effective organisational and time management skills, meet deadlines and display initiative
- be responsible and accountable for your individual performance
- be able to work independently and with minimal supervision
- demonstrate effective IT skills appropriate for the position
- be committed to continue self-improvement through professional learning
- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the Principal reserves the right to modify the position to meet the operating and educational needs of the School
- be aware of, and be able to act on, school emergency procedures and carry out Workplace Health and Safety (WH&S) obligations of the School as indicated in the School on-line induction training program and Staff Handbook
- undertake other reasonable and relevant duties as directed by the Principal or her representative

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Glennie Academic Administration Officer will include, but not be limited to the following:

Student Attendance

- Track daily student attendance in SEQTA including following up on student absentees, incomplete rolls from teachers and timetable updates.
- Check and submit student bus leave permission forms and early leave lists
- Create and update rolls (including fire and evacuation rolls)
- Pull attendance reports, examination and or special event rolls as required
- File and record all parent notes and student Medical Certificates
- Notify the relevant senior staff of any high student absenteeism

Administration

Management of the following areas is required and support is provided to staff, students, parents and other visitors to the School.

This role is required to manage:

- the student reception desk for all inquiries, student and parent requests and collection of student work and forms
- administrative duties related to students to provide student lists and information, send bulk emails on behalf of teachers, oversee the electronic Parent/Teacher Interview process and administer the locker system
- the creation, maintenance and interrogation of databases to support the School's information requirements
- the student reference process including the accuracy of co-curricular lists
- administration of the whole school calendar

- administrative duties related to staff to provide assistance with external testing, data reports, excursions, the collection and distribution of information
- other secretarial and general administrative duties, including ordering consumables and name badges
- overflow of administrative work from assistants to members of the Executive team

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Staff must:

- attend all student protection mandatory training annually and any other professional learning events as required by the School
- understand and comply with all obligations under the Student Protection in Anglican Schools Policy and Procedure as they relate to this position
- support and engage with all student protection initiatives and programs across the School
- comply with all reporting requirements as detailed in the Student Protection in Anglican Schools Policy and Procedure 2015

Please forward applications including appropriate qualifications and the names and the contact details of three Professional Referees (external candidate) or two Professional Referees (internal candidate) to:

Human Resources Manager
 Mrs Sabine Eadie
 The Glennie School
 246a Herries Street
 TOOWOOMBA QLD 4350

F: 07 4688 8767

E: eadies@glennie.qld.edu.au