

SENIOR SCHOOL RISK AND VASS ADMINISTRATOR POSITION DESCRIPTION

POSITION DESCRIPTION

REPORTS TO	Head of Senior School
DIRECT REPORTS	Nil
KEY RELATIONSHIPS	Executive Team School Staff Parents Students
PURPOSE	To provide operational and administrative support to the Senior School Leadership to facilitate the smooth running of Senior School processes
ENVIRONMENT	This position is a 38 hours per week role, Monday to Friday commencing at 8.00am to 4:06pm. Reasonable additional hours will be required.

KEY AREAS OF RESPONSIBILITY

- Coordinate the production of the Senior School calendar for additional experiences
- Administer VASS processes, ensuring strict deadlines are met throughout the year
- Manage the Senior School parental consent processes for student activities and events
- Coordinate the Senior School Risk Management processes
- Provide advice and support to staff on Risk Management strategies
- Provide administrative support to the Daily Organiser
- Provide back up for the Daily Organiser as necessary
- Manage the Academic Bridging process
- Provide administrative support for the Senior School Leadership team
- Provide back up for Senior School Reception
- Provide backup for the Health Centre
- Management of Senior School Leave Forms – monitoring daily briefing sheets and tracking absences, sending prompts to staff to submit their forms, monitoring and printing submission of leave forms
- Provide support for Learning Conferences 4 evenings a year
- Other duties as directed

VALUES AND BEHAVIOURS

CATEGORY

Expected behaviours

VALUES

Demonstrates personal integrity and strong work ethic
Behaviour demonstrates a team approach



Is open to new ideas and opportunities

COMMUNICATION

Communicates effectively, especially with adults

SCHOOL STANDARDS

Always focused on the needs of the School
Always respectful of others
Adds value to the team and the School
Complies with all school policies

BUSINESS OUTCOMES

Looks ahead and anticipates new directions
Understands how teams work and utilises the skills of team members

PRODUCTIVITY

Self driven and displays personal effectiveness
Manages stressful situations well
Displays sound problem solving and decision making skills
Possesses technical skills required to be proficient in the role
Shows critical reflection on own work

CONTINUOUS IMPROVEMENT

Reviews performance data to identify areas for improvement
Considers the bigger picture when thinking about a problem
Understands and adjusts to change

PLANNING

Demonstrates organisational skills
Develops project plans with clear process and outcome

TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS

Knowledge of:

- Requirements for ensuring child safety
- Standard software packages and the ability to learn company specific programs

Skills required:

- Minimum 3 years' experience in a complex administrative role
- Advanced skills in administration and computer literacy (Microsoft Office – Word, excel and Powerpoint and GoogleDocs are essential)
- Knowledge of Synergetic, Consent2go and Timetabling Solutions – Daily Organiser
- Knowledge of the VCAA requirements
- Previous experience managing VASS system and processes preferred
- Previous Experience with scheduling complex tasks
- Excellent Customer Service skills

OTHER REQUIREMENTS

- A current and appropriate WWC or the willingness to obtain
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current anaphylaxis management qualification
- Current asthma management qualification



PERSONAL ATTRIBUTES

- High level of resilience and the ability to respond to changing demands and needs
- Flexible, forward thinking, enthusiastic, confident with decision making and excellent problem solving skills
- You are able to think on your feet and have an ability to proactively prepare for and predict issues before they arise
- You are caring and thoughtful
- Detail driven, passionate and calm
- An ability to take initiative
- A willingness to accept direction
- Commitment to on-going learning and the learning of others
- High level of emotional intelligence

POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. I will endeavour to model the values and behaviours of the school and follow all policies and procedures.

Incumbent Name

Incumbent Signature

Date

