



Pymble Ladies' College

POSITION DESCRIPTION

Title: Upper School Academic Administration Co-ordinator

Reports to: Head of Upper School

POSITION SUMMARY

The Upper School Academic Administration Co-ordinator is accountable to the Head of Upper School in all aspects of the position. This position is responsible for co-ordinating the Upper School administrative and operational procedures and workflow, including events and programs, and management of the administrative staff.

ROLE RESPONSIBILITIES

- 1. Provide administrative and functional support to the Upper School Team**
 - 1.1 Management and booking of facilities for all Upper School events.
 - 1.2 Coordinate Upper School calendar events in context of the broader College calendar in liaison with the Director of Planning and Administration.
 - 1.3 Attend Calendar Meetings and represent the Upper School as required by the Head of Upper School.
 - 1.4 Liaise with the Academic Administration team and oversee the operations of the Upper School Assessment schedule and examination requirements including exam schedule, room set-up, special provisions etc.
 - 1.5 Oversee the Upper School buildings and environment; grounds, classrooms, locker rooms and lost property etc, liaising with Upper School staff leaders and Facilities team to maintain presentation of a very high quality at all times.
 - 1.6 Oversee the process of digital archiving of student records in Edumate with the School Administration Team and in alignment with College policy and procedures, digital files to be completed.
 - 1.7 Prepare and organise administrative requirements for the Upper School Parent Group (USPG) events and attend events as required by the Head of Upper School.

- 1.8 Coordinate the annual update and online publication of Parent Handbooks in conjunction with the Head of Upper School and the Dean of Students.
- 1.9 Manage support from College Services to meet the administrative needs of the Upper School.
- 1.10 Responsible for the management of Upper School student attendance including, unexplained absences, prep sessions, leave forms, extended absence, SMS communication, unmarked rolls and liaise with HoDs and teachers as requested by the HoS.
- 1.11 Be vigilant in ensuring adequate levels of student supervision in the Upper School in line with the Duty of Care Policy and report any concerns to Head of Upper School.

2. Leadership of the Upper School Administration Team

- 2.1 Coordinate and allocate tasks to the SS Admin Team.
- 2.2 Liaise with HR regarding leave requests and replacements.
- 2.3 Coordinate administration staff to provide efficient levels of student and staff service in the Upper School Office.
- 2.4 Work with the Administration Assistants to provide the Head of Upper School and Deputy Head of US support with diary, appointments, meetings and tasks.

3. Event and Program Management as determined by Head of Upper School

- 3.1 Coordinate in collaboration with the HoS, Upper School events and programs for example: Camps, Information Evenings, Chapel, Co-curricular, Social Responsibility program, Guest Speakers, Chapel, Assembly and Student Exchange.
- 3.2 Work closely with Head of Upper School to allocate staff members to College and school events to ensure that the Upper School staff are well represented.
- 3.3 Prepare risk assessments for Upper School events in conjunction with the event manager, the Director of Risk and Compliance and the Director of Planning and Administration.

4. Communication

- 4.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

5. Risk and Compliance

- 5.1 Report directly to the Principal on any matters relating to child protection.

5.2 Undertake quarterly WHS inspection as delegated by the Director of Risk and Compliance.

5.3 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

6. Professional Learning

6.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

7. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College.
- Ability to demonstrate knowledge of operational aspects of administration within an educational or corporate environment.
- Leadership capacity that will contribute to an innovative and dynamic organization that is underpinned by an efficient and productive administrative team.
- Ability to demonstrate accuracy and attention to detail in the preparation of materials both hard copy and electronic.
- Proficiency with a variety of software applications and databases with an emphasis on MS Outlook MS Word, MS Excel and Edumate.
- Willingness and ability to adopt a flexible approach to work tasks and to manage changing priorities.
- Willingness and ability to work productively and effectively in a team to achieve shared goals.
- Well-developed communication skills, including written and interpersonal skills that enable the development of positive relationships based on respect and trust.