

Pymble Ladies' College

POSITION DESCRIPTION

Title: Middle School Academic Administration Co-ordinator

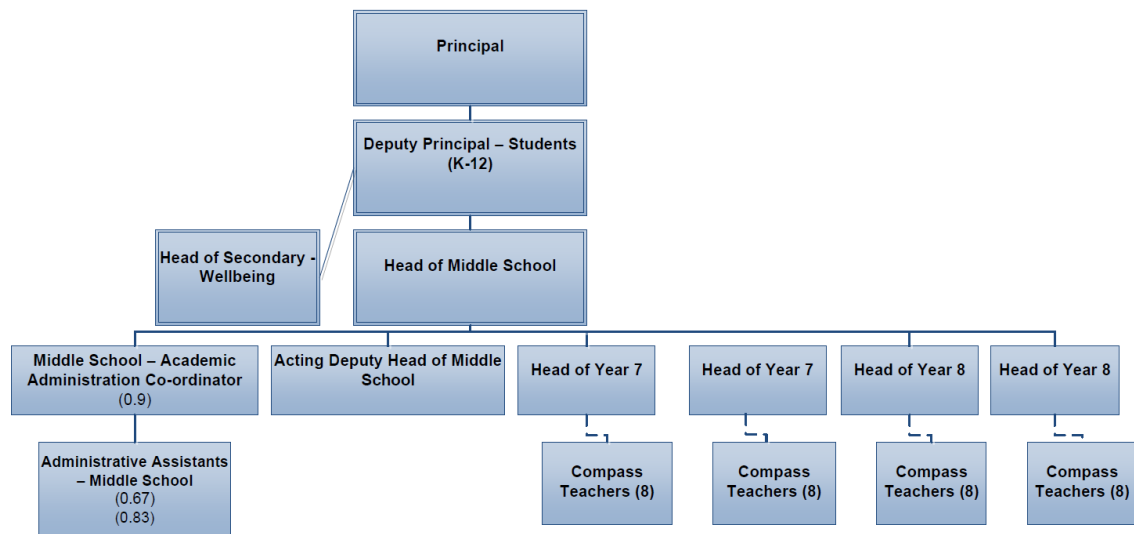
Date updated: 7 February 2022

Reports to: Head of Middle School

Position Purpose and Objectives

This position is responsible for co-ordinating the Middle School administrative and operational procedures and workflow, including events and programs, and management of the administrative staff.

Middle School Structure



Core Job Role Accountabilities

1. **Provide administrative and functional support to the Middle School team**
 - 1.1 Management and booking of facilities for all Middle School events in collaboration with the administrative team.
 - 1.2 Coordinate the Middle School calendar in collaboration of the broader College calendar and in liaison with key staff across the College.

- 1.3 Attend calendar meetings and represent the Middle School as required by the Head of Middle School.
- 1.4 Liaise with the Academic Administration team and oversee the operations of the Middle School.
- 1.5 Assist the Head of Middle School and Deputy Head of Middle School in the preparation of student communications and materials, working closely with the Community Engagement and College Services team to ensure brand awareness and collaboration.
- 1.6 Lead the administrative processes to ensure the successful contribution and running of annual events and activities involving the Middle School, such as Speech (awards) Night and *Pymble Mornings*.
- 1.7 Lead and coordinate the Middle School Leadership process, including organising student interviews, communications and collaborating with the relevant Heads of Year.
- 1.8 Oversee the Middle School buildings and environment; grounds, classrooms, learning studios, locker rooms and lost property etc, liaising with Middle School staff leaders and Facilities team to maintain presentation of a very high quality at all times. Including the ordering of resources for academic and wellbeing programs.
- 1.9 Lead the Middle School administration team in ensuring student records are processed appropriately and in alignment with College policy and procedures.
- 1.10 Co-ordinate the annual update and online publication of College and Middle School handbooks, as well as the Middle School Transition Guide in conjunction with the Head of Middle School and the Deputy Principal – Academic (K-12).
- 1.11 Work in collaboration with the College Services team to meet the administrative needs of the Middle School and Middle School administrators.
- 1.12 Manage the Middle School student attendance including the follow up on unexplained absences, leave forms, extended absence, SMS communication, unmarked rolls and communicating with Heads of Learning Areas and teachers as requested by the relevant leaders.

2 Leadership of the Middle School Administration Team

- 2.1 Coordinate and allocate administration tasks to the Middle School Administration Team to provide efficient levels of student and staff service in the Middle School office. Act as the central point of contact for internal and external queries.

2 Event and Program Management as determined by Head of Middle School

- 2.1 Plan and coordinate Middle School events and programs for example: Outdoor Education programs, information evenings, Chapel, Vaccination program, Social

Responsibility programs, Guest Speakers, Chapel, Assembly, orientation and transition events etc.

- 2.2 Prepare risk assessments for Middle School events in conjunction with the relevant event organisers.

3 Communication

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

4 Risk and Compliance

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

5 Professional Learning

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

6 Other duties may be required from time to time

Core skills, knowledge and experience

- 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 organisation 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, MS PowerPoint, digital multimedia, Teams and Edumate
- Willingness and ability to adopt a flexible approach to work tasks and to manage changing priorities in a fast-paced environment
- Ability to work productively and effectively in a team to achieve shared goals and improved practices

- Well-developed communication skills, including written and interpersonal skills that enable the development of positive relationships based on respect and trust
- Demonstrated commitment to continuous improvement
- Willingness to actively participate in the College's coaching program and culture