

Job Description

Title:	Administration Support –Teaching and Learning (Primary School)
Reports to:	Deputy Principal of Teaching and Learning – Primary School
Working Relationships	Internal: <ul style="list-style-type: none"> • Deputy Principal of Teaching and Learning • Primary Learning Head of Support / Enrichment • Primary School Office Team
Current FTE:	0.4
Work days/hours:	By negotiation
Job Summary	
Perform a variety of administrative tasks to support the Primary School Deputy Principal – Teaching & Learning, and provide occasional Primary office relief as necessary.	
Qualifications / Work Experience	
<ul style="list-style-type: none"> • Relevant experience in administrative role Desirable: experience in Educational setting • Working with Children Check • High School Diploma or equivalent Desirable: Tertiary qualification in business administration or related field 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> • Proficient in use of MS Office suite, including Excel Desirable skill: school database programs including TASS and SEQTA • Excellent written and verbal communication skills • Work systematically and with high attention to detail • Able to work under pressure of deadlines • Work well in a team • Customer-service • Working knowledge of office equipment • Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College. 	
Key Result Areas	
<ul style="list-style-type: none"> • Administration • Team Support and Contribution • Compliance 	
Key Tasks & Responsibilities	
<ol style="list-style-type: none"> 1. Complete a range of required tasks related to the successful function of Curriculum events and programs, such as NAPLAN, semesterly reports, census, literacy programs etc <ul style="list-style-type: none"> • Setup and maintenance on SEQTA of Primary classes, corresponding programs and bridging programs in preparation for semesterly student reports • Tracking of student enrolments/withdrawals in relation to student reports • Administration duties related to the preparation, checking and distribution of student semesterly reports • Assistance with the preparation of data for the annual census • Ongoing management of student/staff licences in Nussy literacy program • Collation and preparation of all Year 3 and 5 class NAPLAN documentation – test papers and NAPLAN papers • Collection and cross-check against class lists of completed NAPLAN papers • Facilitate the destruction of NAPLAN documentation at the appropriate time 	

<ul style="list-style-type: none"> • Preparation and distribution of NAPLAN results • General administration duties, preparation of correspondence, and assist in data collection for the Australia Early Development Census (AEDC) • Management of DSF licences for Primary teaching and support staff • Ongoing management of documentation related to NCCD and AISWA funding • Document preparation for Whole School Data • Ordering resource material as necessary • Assistance in administration and preparation for specialist Curriculum events, such as NAIDOC day. • Other Curriculum administration duties as required
<p>2. Complete a range of required administration tasks including reports, correspondence, spreadsheets, etc.</p> <ul style="list-style-type: none"> • Clerical support, preparation, and proof reading of various documents and printing as required • Assist with data collection from new student files for the following year, relating to class allocations and potential learning support needs • Creation, maintenance and distribution of various timetables and schedules as necessary • Preparation and distribution of various Curriculum correspondence to parents and staff • Production, printing, and collation of On-Entry Assessment reports • Updating Primary Curriculum Schedules (eg Primary Data Review Schedule)
<p>3. Carry out administrative duties such as filing, typing, copying, binding, scanning etc</p> <ul style="list-style-type: none"> • Filing and management of confidential student records • Production of documents relating to student assessments for liaison between relevant College staff • Preparation of materials, resources, and correspondence for Literacy Workshop • Preparation of reports and documents relating to Primary staffing allocations. • Creation and collation of various staff feedback documents • Creation and maintenance of Sounds Write reading program files.
<p>4. Assist in relief office needs and provide support when required to:</p> <ul style="list-style-type: none"> • Principal's PA • Reception • Student Services
<p>5. Ensures compliance with MBC values, policies and standards.</p>
<p>6. Follow reasonable directions in relation to Work Health and Safety.</p>
<p>7. Any other relevant duties as directed.</p>
<p>Created on <u>November 2021</u> Last Updated <u>17/1/23</u></p>