



St Leonard's College

Middle School Administrator

Applications are invited at St Leonard's College for a committed and experienced administrator to work with a dynamic and energetic team in the role of Middle School Administrator.

This is a permanent full time position with four weeks annual leave. The commencement date for this role is as soon as practical.

Position Purpose

The Middle School Administrator is responsible to the Head of Middle School and is the first contact for Middle School parents and students. The general requirements of the position are to provide a wide range of administrative, IT and receptionist duties associated with the Middle School of the College.

There is a high level of involvement required with managerial, administrative, teaching and other staff, students and parents, in the effective management of a section of the School with approximately 600, 10 to 14 year old students, years 5 to 9, and 100 pastoral and teaching staff.

Reporting Relationships

The Middle School Administrator reports directly to the Head of Middle School and also liaises and supports the Deputy Head of Middle School, Student Counsellor, Heads of Year and Mentors. Collaboration is essential in also working with other administration staff, especially other section head administrators.

Other functions and responsibilities

- give back-up assistance to Daily Organiser with replacement classes and some administrative tasks;
- assisting the Outdoor Education department with distribution of information regarding school camps and holiday programs;
- being an initial contact for relaying requests to the Middle School staff and at times screening matters which can be handled efficiently by the Middle School administrator;
- assisting parents on practical matters such as the location of lost property, relaying of messages, delivering of sports gear and lunches;
- often being the first point of contact for distressed parents, providing reassurance and assistance;
- during holidays maintaining communication with parents and, where teaching staff are away, offering assistance and advice where possible and with practical matters such as locating lost property;
- ensure function forms are completed for Middle School events at the end of the previous term;
- inform the maintenance staff of problems with breakages, building and plumbing problems, cleaning requirements, supply of bathroom equipment, end of term inventories by completing online MyMaintenance;



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- to be supportive of the St Leonard's College Mission Statement and to enhance the College reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community;
- an ability to work well as a member of a team. At times this may include assisting in other areas of the College, such as the Front Office or Finance Office, Curriculum office, Senior School when additional administration and support staff is needed;
- Any other tasks deemed appropriate.

Other

- High degree of integrity and reliability
- Initiative and flexibility
- Good organisational skills
- Good interpersonal skills
- Competence in the use of office equipment
- Ability to use, suggest modifications and modify where possible, the computer software used in the office. This includes the School database, word processing, spreadsheet programs and PowerPoint.
- Neat grooming and a professional presentation, both in terms of dress, language and behaviour.
- Ability to communicate well with students and assist in a pastoral care capacity
- First Aid qualified

General responsibilities

The College:

- is an equal opportunity employer
- complies with the requirements of the Privacy Act
- has a strong commitment to OH&S
- will not tolerate harassment of any kind
- has a no smoking policy
- expects a professional standard of dress
- encourages a collegiate and team centred environment.



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Duties	Success measure
Maintain Head of Middle School electronic diary entering calendar events, subject classes, organising appointments etc.	Remind Head of Middle School of important events and inform of any other meetings that occur during each day.
In conjunction with the absentee administrator, ensure an up to date absent list of students is maintained throughout the day. This may include entering messages and notes from parents of absent students into Synergetic. This also includes issuing late passes to students.	By recess each day there should be an up-to-date and reliable list of absent students with reasons for their absence.
Enter excursion and camp lists into Synergetic prior to the date and ensure staff have prepared the correct paperwork ready for the excursion or camp.	Knowing the whereabouts of students when they are off campus for school camps, excursions etc.
Help parents with problems and relay messages to Heads of Year and mentors via email/phone message.	Ensure smooth communication between parents and staff.
Be available for students – help with any queries or problems especially during recess and lunch breaks, including first aid in absence of a College nurse.	Helping students with straightforward problems and screening and handling matters which can be handled efficiently by the Middle School Administrator.
Preparation of weekly Middle School News	Well-presented and accurate information for distribution to staff, by 8.00am at the start of each week
Preparation of a weekly parent email for each year level; years 5 to 9	Accurate and informative information sent in a timely manner
Assist with Parent Teacher evenings, sending out notifications when the interview times are available online. Assisting both Staff and parents with scheduling of interviews.	Ensuring that the Head of Middle School has an up-to-date record schedule of appointment times and help parents and teachers organise last minute appointment requests and appointments where students are absent with illness or on camps and excursions.



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Duties	Success measure
Typing of programs for awards ceremonies, prize giving, etc. This includes helping to plan the Speech Night and preparing PowerPoint presentations for such events.	Well-presented and accurate program for distribution to parents, students and staff.
Prepare correspondence especially for the Head of Middle School and other teaching staff as required. This includes the proof reading of Middle School teaching staff correspondence for errors and that correct style guide has been used before final printing. Remind staff of the correct correspondence that needs to be prepared before events. Email information/letters/notices to parents as required.	Accurate correspondence between staff and parents. All documents follow correct style guidelines.
Collection and distribution of external and internal mail.	Good communication both within the College and between staff and the wider community.
Organise photocopying and distribution, where necessary, of documentation pertaining to the Middle school.	Effective distribution services.
Distribute notices, messages, lost property and other material.	Providing excellent service to the College community.
Keep student records up-to-date on data base.	Accurate and timely updating of the data base, Synergetic, of students' records.
Maintain filing system.	Accurate, logical and accessible record keeping.
Maintain exam boxes so they are ready for exams, including NAPLAN	Ensure security of exam papers, including support for any exam period.