



St Leonard's College

An education for life.

General Staff

Position Description

Position Title:	Operations Administrator
Prepared:	September 2024
Reports To:	Director of Admissions
Prepared by:	Director of People and Culture

Position Purpose

The primary function of the position is to provide administrative assistance across the College with emphasis on Buses, Student Absentees and Admissions.

This position requires a very high level of confidentiality and attention to detail, the ability to recognise and work to deadlines and the capability to work with limited supervision.

Position Status

The position is a permanent full-time position, 5 days per week, 8.00am to 4.00pm. In accordance with the St Leonard's College Agreement 2023, the salary for this role is adjusted to reflect 4 weeks of annual leave and 4 weeks of leave without pay. The role is also entitled to the College deemed shut down days, usually four per year.

While this leave will normally be during College deemed non-attendance time (school holidays), limited annual leave days during term time may be granted with approval from the Director of Admissions.

Reporting Relationships

The Operations Administrator reports directly to the Director of Admissions and will work closely with Admissions staff, Finance and School Administrators and a range of other colleagues as required.

Duties and Essential Job Functions

- Student absences
 - Attend to daily student absences from 8.00am.
 - Before 11.00am, troubleshoot any absentee issues arising from emails, voicemails and phone calls from parents and staff.
 - Register absences due to private music and drama classes.
 - Assisting the Finance Department with reports involving absences when required.

- College chartered bus service
 - Plan annual bus routes and timetables in consultation with bus company and monitor usage throughout the year.
 - College chartered bus registrations and student bus tag distributions.
 - Organise Onestop (online payment platform) payments and refunds.
 - Afternoon bus duty.
 - Liaise with the bus company and Roll Call (bus monitoring system).
 - Follow up on any parent queries in a timely manner.

- Admissions
 - Update College records including contact details and status of current, future and past students and their constituencies.
 - Onbase (online waitlist application software) – integrate new student applications from Onbase into Synergetic including upload of applicant details, previous school reports and other documentation.
 - International and Offshore Applications –transfer information from hard copies of student applications into Synergetic.
 - Organise Onestop payments and refunds when required.

- Other Duties
 - Following up with unpaid confirmation fees for the Finance Department.
 - Assisting the Finance Department with reports involving absences when required.
 - Liaising between Admissions and Finance Department regarding debtors.
 - Updating Finance Department when families separate.
 - Manage, troubleshoot and update information, in Synergetic including Community, Future, Current and Past student modules.
 - When requested add alumni to the College database.
 - Assist in the approval of events using Onestop/Xetta/TypeForm as appropriate.
 - Assist when required as an Anaphylaxis auto-injector verifier.
 - Assisting other administrators across the College with any one-off event that may require extra administrative help.
 - Other tasks as deemed appropriate.

Qualifications and Experience

A tertiary qualification (e.g. Diploma or Certificate level) in a relevant area will be highly regarded.

Experience using Synergetic student management system highly regarded.

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, VIT registration and a tertiary qualification in Education is required as a minimum. For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

Communication and Teamwork Skills

- Excellent communication skills across all levels within the organisation, with external agencies and with the public as appropriate.
- Ability to generate own correspondence and short reports.
- Participate in online training e.g. webinars.

Essential Skills and Knowledge

- Outstanding relationship management and communication skills.
- Ability to liaise with internal and external stakeholders.
- Ability to communicate effectively both verbally and in writing.
- Demonstrated ability in setting priorities, planning and organising workload.
- IT skills using a range of software including web-based programs.
- Ensured attention to detail.

Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 1359.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 1359, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff.
- Take all reasonable steps to protect children from abuse.
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate.
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters.

- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate).
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children.
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds.
- Promote the safety, participation and empowerment of children with a disability.
- Provide an environment that is supportive of all children's emotional and physical safety.

General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's 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.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2023*, and any subsequent Agreement.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health, Safety and Wellbeing
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
 - Communication – effective, helpful and positive
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
 - Accountability – we do our work with honesty, integrity and enthusiasm
 - Performance – we perform to the best of our ability
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.