



*This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability, those from culturally and/or linguistically diverse backgrounds and Aboriginal children. Rossbourne School encourages applications from culturally and/or linguistically diverse background and Aboriginal peoples.*

*Rossbourne School exists to enhance the life chances of all its students by embracing neuro-diversity, developing personalised learning experiences and supporting our young people to achieve a sense of belonging, co-operation, and success.*

#### **POSITION DETAILS:**

**Position Title:** Administration Support  
**School Section:** Whole School  
**Reporting to:** The Principal  
**Tenure:** On-going (0.6 FTE with days and hours TBC)

#### **School's Expectations:**

Rossbourne School expects that all staff will support and contribute to the promotion and implementation of current strategic directions of the School.

#### **Purpose of Position**

This is a newly created position established to provide support to the Principal and other members of the Executive with a range of administrative duties including HR and Alumni administration. The position requires a high level of integrity and a clear understanding of the need for confidentiality.

#### **Key Accountabilities**

##### **General Administration**

- Prepare a range of documentation for the Principal and other members of the Executive, as required.
- Provide cover on Reception to the Administration Assistant and Receptionist during lunch and recess breaks and periods of leave. This will involve managing enquiries from students, parents, staff members and the general public.

- Provide administrative support to the Parents Association and to the School with Rossbourne Alumni.
- Act as Secretary to the OH&S Committee and prepare agendas and minutes for the approval of the Chair.
- Assist the Human Resources (HR) Manager with the development of HR documents and forms spanning the employee lifecycle.
- Monitor School requirements for VIT registration, WWC Clearances and Criminal Record Checks and follow up with staff as required.
- Assist the HR Manager with the preparation of correspondence and reports for government agencies, VRQA and the relevant statutory authorities as required
- Support the HR Manager with the coordination of the annual Performance Development exercise.
- Maintain records of mandatory training, professional development, and qualifications.

### **Communication Activities**

- Maintain the School's Media platforms (Instagram, Facebook, LinkedIn)
- Arrange meetings including Staff and Town Hall Meetings and weekly Staff Briefings.

### **Key Selection Criteria**

- A relevant qualification with administrative experience.
- Experience in calendar and meeting management, ability to prepare a range of documents and reports.
- Proficient in the use of Microsoft applications including, Word, Excel Power Point etc and social media platforms.
- Excellent organisational skills with the ability to manage time and prioritise workload.
- A flexible and adaptable approach to work with the ability to pivot when required.
- Strong customer service skills with the ability to problem solve.
- Very good communication skills, both verbal and written with the ability to observe confidentiality, where required.
- Well-developed interpersonal skills with the ability to deal with a wide range of people.

### **Terms and Conditions**

Child protection legislation requires the holder of this position to be subject to employment screening.

**Positions descriptions are dynamic documents. They may be reviewed annually or as required.**