



MELTON CHRISTIAN COLLEGE
Camps, Incursion & Excursion Administrator

ORGANISATIONAL PROFILE:

Melton Christian College is a leading P-12 school of over 1000 students in two locations. We are highly regarded, specialising in nurture, excellence, and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff, equipping them to invest in the lives of the students they serve. Our team are enthusiastic and positive who are committed to the mission, vision, and values of the College.

POSITION PROFILE:

The primary function is to ensure every event, camp, incursion and excursion are adequately planned in a timely manner to maximise student learning and welfare.

The Camps, Incursion & Excursion Administrator (CIE) is part of our Corporate Services Team and reports directly to Head of Operations.

KEY RESPONSIBILITIES:

The key responsibilities of this role include, but are not limited to:

- Check submissions for Events, Camps, Incursions and Excursions to ensure notification is received a minimum of 4 weeks prior to event and checking these are not in conflict with other planned events and liaising with the College daily organiser to provide adequate cover for proposed staff.
- Review all risk assessments to ensure standard of compliance is met
- Maintain required records for Events, Camps, Incursions and Excursions
- Assist with filing and entering data onto SARS for excursions.
- Liaise with and confirm services including transportation where required

Key Selection Criteria

1. Alignment with the vision and purposes of the College
2. Detail-oriented and strong interpersonal skills
3. Able to work independently and in a team environment
4. Reliable, able to maintain confidentiality and with well-developed written and verbal communication skills
5. Solutions orientated and ability to work autonomously and proactively, taking initiative, while maintaining a high level of integrity, confidentiality, and diplomacy
6. Experienced with Microsoft Office and other PC programs
7. Must have current Working with Children Check

Occupational Health and Safety

The CIE Administrator has delegated responsibility from the Principal (for their work station/office space, equipment and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of the class/classroom/workstation/office space
- Ensure that College safety systems are implemented, and compliance is regularly audited and monitored (e.g., hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action
- Ensure that Health and Safety issues are identified, planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles in relation to health and safety matters
- Ensure that regular workplace inspections and audits are carried out in accordance with College safety systems

Child Safe Culture

The CIE Administrator has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their workstation/office space
- Be familiar with and promote familiarity with the College child safe policy
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training, and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

Conditions

Related to the Educational Services (Schools) General Staff Award 2010 with a salary depending on the candidate's experience and training, Schools Holidays as leave.

Last Reviewed: 12/12/2022