MELTON CHRISTIAN COLLEGE

Administration Assistant to Head of Primary

ORGANISATIONAL PROFILE:
Melton Christian College is a leading P-12 school with over 1,100 students in three locations. We are highly regarded and specialise in nurture, excellence, and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff and equipping them to invest in the lives of the students they serve. Our team is enthusiastic, positive, and committed to the college's mission, vision, and values.

POSITION PROFILE:
The position is part of our Primary School Staff Team and has a significant relationship with the Head of Primary. The role's primary function is to ensure that administrative assistance is appropriately and promptly covered to minimise the impact on student learning and welfare.

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

Administrative Support:
- Manage the Head of Primary's calendar, scheduling meetings, appointments, and events while prioritising and coordinating logistics.
- Prepare and organise documents, reports, and presentations for meetings and school events.
- Assist in drafting correspondence, newsletters, and communication to staff and parents.
- Create a Primary Staff Devotion roster.
- Help HOP with College council reports.
- Manage HOP Credit Card statements.
- Follow-up of tasks from the Year-Level and Teaching & Learning Coordinator meetings.

Communication and Liaison:

- Serve as the first point of contact for inquiries directed to the Head of Primary, responding promptly and professionally to emails, phone calls, and in-person requests.
- Facilitate communication between the Head of Primary and staff, students, parents, and external stakeholders.

Event Coordination:

- Assist in planning and coordinating school events, meetings (including parent/teacher meetings), and professional development activities.

MELTON CHRISTIAN COLLEGE
152-156 Brooklyn Road, Brookfield VIC 3338
e office@mcc.vic.edu.au   t 03 9732 3000   f 03 9747 0909   w mcc.vic.edu.au
A ministry of Melton Christian Centre Ltd. ABN 17 007 289 474

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- Organise materials and resources for events and ensure proper setup and follow-up.

Record Keeping and Documentation:

- Maintain accurate records and files on student performance, staff evaluations, and school policies.
- Assist in preparing reports, data collection, and analysis as required.
- Take Minutes for the Year-Level and Teaching & Learning Coordinators meeting.

Project Management:

- Support special projects initiated by the Head of Primary, tracking progress and deadlines to ensure timely completion.
- Collaborate with other departments as needed to facilitate school-wide initiatives.
- Managing primary school reports.

Office Management:

- Ensure the smooth operation of the office environment, including managing supplies and equipment.
- Assist in maintaining a welcoming and organised office space.

Key Selection Criteria
1. Alignment with the vision and purposes of the College
2. Strong planning, organisational, and customer service skills
3. Strong interpersonal skills
4. Reliable, able to maintain confidentiality, and with well-developed written and verbal communication skills.
5. Solutions orientated and able to work autonomously and proactively, taking initiative while maintaining a high level of integrity, confidentiality, and diplomacy
6. Technological proficiency
7. Must have a current Working with Children Check

Occupational Health and Safety
Primary Administration Support has delegated responsibility from the Principal (for their workstation/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 appropriate for the hazards and risk profile of the class/classroom/workstation/office space activities are developed and implemented.
- 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 are scheduled agenda items during any staff team meeting.
- Ensure that all hazards observed and any incidents that may occur to any person within his/her area of responsibility are reported, documented, investigated, and corrective actions implemented as identified.
- Ensure that Health and Safety issues are identified and planned for and that resources required to manage health and safety issues are included in budgets.
- Support management and colleagues in performing their roles in health and safety matters.
- Ensure that regular workplace inspections and audits follow College safety systems.

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Child Safe Culture

Primary Administration Support 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

This is related to the Educational Services (Schools) General Staff Award 2020, with a salary depending on the candidate's experience, training, and school holidays as leave.