



POSITION DESCRIPTION

Role	Administrative Assistant – Relief Coordination
Team	Curriculum Services
Reports to	Director of Teaching & Learning (7-12)
Team Members	Director of Teaching & Learning (7-12), Curriculum Services Coordinator Administration Assistant (Reception)
Employment Type	Full-time, Term-time (Mon – Fri: 6.45am to 2.45pm)
Key Relationships	Director of Teaching & Learning (7-12), Curriculum Services Coordinator, Academic Staff, Exam Invigilation Supervisors, Relief Teachers, Payroll Officer, Parents

The Role

The Administrative Assistant role will provide crucial administrative support to ensure the smooth and efficient operation of our Curriculum Services. You will provide essential support to the Director of Teaching & Learning (7-12) in ensuring teacher relief is arranged for all classes. This role requires a proactive individual with excellent organisational skills, attention to detail, and the ability to handle multiple tasks simultaneously.

Key to success is the ability to articulate the School's vision amongst staff, parents and the broader community. This role is ideal for an administrator who is passionate about streamlining operations, embracing new initiatives and using their excellent operational skills to ensure the smooth operations of the Curriculum Services department.

Skills and Attributes

- Strong organisational and administrative skills, with the ability to manage multiple priorities and meet deadlines in a busy school environment.
- Exceptional verbal and written communication skills
- High attention to detail
- Strong proficiency in IT systems and data management
- Previous experience in education desirable

Key Responsibilities

- Coordinate the day-to-day relief staff in the Senior School including staff duty roster, timesheets, and submissions to payroll
- Provide academic and general administration support in the Senior School
- Other duties as tasked by the Director of Teaching & Learning (7-12)

Key duties

Coordinate the day-to-day relief staff in the Senior School

- Establish and maintain the Senior School relief roster for academic staff
- Liaise and manage relief staff via the School database systems (SEQTA and EDVAL)
- Process timesheets for relief staff and exam invigilation supervisors and submit to payroll once approved by Director of Teaching & Learning (7-12)
- Engage in the recruitment of relief staff in consultation with the Head of Staffing & Recruitment / Director of Teaching & Learning (7-12)
- Set up induction sessions with the Director of Human Resources, Legal & Risk/Head of Staffing & Recruitment (for new relief staff)
- Manage relief applications via the website, including reference checks
- Oversight for relief onboarding – laptop, copy of the School Handbook, daily details, etc.
- Process leave forms for all academic staff
- Organise and maintain the staff duty and on-call rosters
- Liaise with excursion, camps and trip coordinators regarding staffing cover
- Generate absence and relief reports as requested

Provide Academic and general administrative support in the Senior School

- Provide cover for Senior School Receptionist when required
- Support Curriculum Coordinator with administrative tasks when planning events

The Principal reserves the right to vary your duties at any time. Such variation does not constitute a breach of contract nor termination of employment