



# SOMERVILLE HOUSE

## HONOUR BEFORE HONOURS

### Administration Assistant - Curriculum Office Pre-Prep - 12

#### Position Description

Applications are invited for this permanent full-time position commencing end of March 2019.

#### About Us

Somerville House, a day and boarding school for girls established in 1899, is a landmark in education, providing exceptional education for students from Pre-Prep through to Year 12. Somerville House students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the School community.

Somerville House is a school of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

#### The Position

Administration Officers at Somerville House provide an essential service in ensuring the effective and efficient operation of the School. All positions have important responsibilities peculiar to the roles. However, it is a requirement of the School that each position develops skills as specified to provide team support in times of peak activity or absence of a particular Administration Officer. Multi-skilling and working across roles is a major requirement of the School. All positions may be redefined from time-to-time to meet the needs of the School.

#### Reporting Lines

The Administration Assistant – Curriculum Office reports directly to the Dean of Academic Planning, and the Principal thereafter. The Administration Assistant – Curriculum Office may be required to provide support to other Administration Assistants as directed by the Dean of Academic Planning.

#### Working Arrangements

This is a permanent full-time position. The normal hours of duty for this position are 38 hours per week to be worked between the School operational hours of 7.30am and 4.00pm from Monday to Friday.

#### Duties and Responsibilities:

- Providing support for the Dean of Academic Planning on a day-to-day basis, including:
  - Setting up and maintaining the Dean of Academic Planning's calendar and schedules
  - Maintaining the Daily Supervision roster for absent staff
  - Maintaining the Daily Supervision database
  - Reception duties in the Curriculum Office; answering enquiries or referring to appropriate staff member.
- Providing support for timetabling and scheduling of staff and students, including:
  - Co-ordinating early/late duty roster for all academic staff
  - Entering Junior School and modified timetables onto TASS, including individual maintenance of School of Distance Education, Enhanced Studies, Independent Studies and other unique timetables and class allocations
  - Enrolling students doing subjects through Brisbane School of Distance Education and liaising with Providers
  - Maintaining all teacher timetables and corrections (P-12) on TASS
  - Booking rooms for School of Distance Education school based student lessons
  - Entering lists of students for all private music tutors.

- Providing support for assessment planning and exams, including:
  - Populating Assessment and Excursion Planners with relevant information for Heads of Departments
  - Maintaining and amending Assessment and Excursion Planners after distribution to students and parents
  - Maintaining Special Provisions/Adjustment details relating to examinations into the network database for staff access
  - Ensuring exams are prepared and available for students studying through Distance Education
  - Creating personalised Exam folders with relevant information
  - Maintaining information regarding delayed or rescheduled examination
  - Entering rescheduled Exams due to Special Provisions.
- Providing support for reporting and data entry, including:
  - Student Reports - data entry and corrections
  - Updating staff information in the Academic Staff Handbook – and other relevant information
  - Entering all Academic and wider school extra-curricular activities for students Years 7-12
  - Printing School Records for Years 6, 9 and 12 for checking and distribution.
- Providing support for Heads of Departments in academic activities, including:
  - Co-ordinating entry of subject resource requirements in TASS and liaising with the distributor on behalf of Heads of Departments
  - Entering excursions/incursions into TASS Calendar
  - Year 12 References set up, converting information to final document and printing
  - Providing administrative support to Heads of Departments for selected Academic Competitions.
- Taking and distributing Minutes for Curriculum Committee Meetings; assisting with preparation of tabled documents
- Providing assistance to other Curriculum Office staff when required.

## **Skills and Qualities**

- Excellent knowledge of relevant databases and software programs
- Excellent IT skills in the use of the Microsoft Suite software, in particular Outlook, Word, PowerPoint, Excel and other databases peculiar to this position are desirable, as is the willingness to learn new skills and software programs
- Experience at using the TASS school administration system or similar desirable
- Well-developed administrative and organisational skills
- Commitment to excellence, and the willingness to embrace a culture of continuous improvement
- Excellent communication skills (written and verbal) and ability to liaise and work with people at all levels within the organisation
- Ability to be proactive in all aspects of administration management, including problem resolution
- Excellent administration skills, including a mastery of detail and accuracy in recording
- Demonstrated ability to work under pressure, manage time effectively, and prioritise conflicting priorities
- Ability to contribute to a team of professionals
- Demonstrated initiative and flexibility in resolving problems
- High regard for confidentiality and integrity
- Punctuality and reliability, with personal grooming and dress appropriate to the School and the position
- Experience in a School environment would be well-regarded
- Capacity to support and contribute to the Christian ethos of the School
- Blue Card for working with children, or eligible to apply upon commencement.

## **Application Requirements**

Please submit your application using the official Employment Application Form for Non-Teachers (available under the 'Careers at Somerville House' section of our website), as well as a current Curriculum Vitae, and the contact details of three (3) professional referees.

Applications will be treated as confidential and must be forwarded by email to [employment@somerville.qld.edu.au](mailto:employment@somerville.qld.edu.au).

Please address applications to the Principal, Mrs Kim Kiepe, Somerville House.

**Applications close 9:00am Wednesday 20 March 2019.**