



Position Title	Administration Officer (Senior School)
Reports To	Dean of Strategy & Operations
Department	Senior School
Location	All Souls St Gabriels School
Employment Conditions	As per the All Souls St Gabriels School Enterprise Agreement
Classification	School Officer, Level 5
Contact Officer	Dean of Strategy & Operations
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About All Souls St Gabriels School

All Souls St Gabriels School (ASSG) is an independent, co-educational, Pre-prep to Year 12 day and boarding school in the Anglican tradition. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

Our Mission

To nurture young people in the development of their mind, body, and spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

Our Values

- **Integrity** - We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect** - We have respect for ourselves and others, history and tradition, and our environment.
- **Resilience** - We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.
- **Service** - Our School motto, *Severe regnare est* ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.



Position Purpose

The Administration Officer (Senior School) position provides high-level administrative and operational support to the Dean of Strategy and Operations and other Senior Leadership Team (SLT) members as required.

This role plays a central part in administration, supervision coordination, and support to the SLT for the overall daily school operations. The Administration Officer (Senior School) provides operational guidance to School Officers and teaching staff regarding administrative processes, systems, and supervision requirements.

Organisational Relationships

Internal Relationships

- Dean of Strategy and Operations - Line Manager
- Senior Leadership Team - as required
- Teachers - supporting teachers with supervision coordination and other logistics
- Administration Staff - point of contact regarding secondary school logistics.

External Relationships

- Supply Teachers - supervision coordination
- Parents - as required to provide communication regarding school events
- Vendors - liaising with service providers e.g. photographers and other contractors

What Success Looks Like

- Daily school operations run smoothly and predictably by supporting the Dean of Strategy and Operations with staff supervision, class cover, rosters, and venue changes coordinated proactively and with minimal disruption
- Communication is timely, accurate, and professional, ensuring staff, students, and families receive clear information and queries are resolved efficiently
- Key school events and calendars are executed flawlessly, with logistics, schedules, and stakeholder coordination handled in advance and with strong attention to detail
- Administrative and compliance tasks are completed accurately and on time, with records, documentation, and systems maintained to a high standard and aligned with regulatory requirements
- Positive, respectful working relationships are built across the school, demonstrating professionalism, collaboration, and a student-centered approach at all times
- Workplace Health & Safety responsibilities are met consistently, ensuring timely reporting, accurate documentation, and active support for a safe, compliant school environment

Key Accountabilities

Staffing and Supervision Management

- Manage daily staff supervision, class cover, and exam staffing requirements, including unexpected absences
- Maintain and manage the Supervisions Calendar, including staff leave, professional development and excursion coverage
- Review Wageloch entries for relief staff and study duties before approval by the Dean of Strategy and Operations
- Support the Dean of Strategy and Operations to administer and allocate playground, afternoon study, and evening study supervision rosters



- Perform playground and study supervision duties as required
- Coordinate classroom and venue changes to ensure seamless daily operations
- Track and record staff professional development in the QCT Portal and maintain compliance documentation
- Work collaboratively with relevant staff to support student movement administration when required

Communication and Documentation

- Prepare, edit, and format official correspondence, letters, and reports for SLT approval
- Provide clear, timely operational information and guidance to staff, students, and families
- Respond to staff operational queries regarding procedures, supervision, and rostering
- Provide administrative support and guidance to Student Services and teaching staff
- Prepare and distribute the weekly Monday Briefing PowerPoint template and Week Ahead document, ensuring accuracy of dates, events, and staffing details
- Maintain confidential SLT documentation and records
- Manage phone calls, emails, and enquiries efficiently and with discretion
- Liaise with parents and external stakeholders regarding operational or administrative matters, ensuring clear communication and accurate record-keeping
- Complete administrative tasks to support Dean of Strategy and Operations as required

Event and Calendar Coordination

- Maintain the School and Extra-Curricular Calendars, ensuring alignment with staff and parent portals
- Work in partnership with relevant staff to ensure all events are accurately organised and recorded in the school calendar
- Coordinate the weekly Headmaster's Assembly, including agenda preparation, PowerPoint production, presenter liaison, and venue logistics
- Manage end-to-end coordination of major operational events such as:
 - School Photo Days - scheduling, logistics, supervision, and liaison with photographers
 - Immunisation Days - scheduling, logistics, staff coordination, and clinic liaison
 - All Award ceremonies - planning, logistics, and production support
 - Other events as required
- Prepare annual content for the Student Diaries in collaboration with the Dean of Strategy and Operations
- Coordinate staffing and logistics in collaboration with the Academic Services Officer for student exams, including Year 12 External Exams and NAPLAN
- In collaboration with the Academic Services Officer ensure all certificates and awards are produced for relevant events

Administrative and Compliance Support

- Develop expert-level knowledge of the School Information System (SIS) and act as the key resource for its effective administration and use across the school
- Prepare and track excursion and camp documentation, including letters, approvals, logistics, and risk assessments
- Assist with the preparation of compliance documentation as required
- Provide administrative support for academic and operational processes as directed
- Use and maintain a range of School IT systems and databases to manage data and records accurately



Relationships and Collaboration

- Work effectively and collegially as a member of the School team
- Build positive relationships with staff, students, and families to support a respectful and inclusive school culture
- Reinforce positive behaviours in students and refer concerns to relevant Pastoral Care Coordinators
- Communicate clearly and professionally with students, colleagues, parents, and visitors
- Participate actively in staff briefings, meetings, and school improvement initiatives
- Model professionalism, punctuality, and high personal standards in alignment with the School's values and Anglican ethos
- Maintain a student-centered approach, demonstrating care, respect, and support in all interactions
- Collaborate with colleagues to reflect on and improve school operations and processes

Workplace Health & Safety (WHS)

- Maintain a strong understanding of the principles of Workplace Health and Safety as they apply in a school
- Comply with all WHS policies, procedures, and directions
- Take reasonable care for personal safety and the safety of others
- Participate in safety training, consultation, and hazard reporting
- Use equipment safely and follow correct manual handling techniques
- Report any hazards, incidents, injuries, or near-misses immediately
- Complete the School's mandatory compliance training annually

Extent of Authority

- No financial delegation
- Manages one's own time and tasks with minimal supervision
- No supervision of other staff

Key Challenges

- Managing constant change and unpredictability – Daily operations – supervisions, staff absences, last-minute venue changes, and unexpected student needs – can shift rapidly and require quick, calm problem-solving
- Balancing competing priorities – The role supports multiple leaders, departments, and events simultaneously. Prioritising urgent tasks while maintaining accuracy across complex administrative systems can be demanding
- Ensuring accuracy under time pressure – Calendars, exam schedules, awards lists, compliance documentation, and correspondence all require high attention to detail, even during peak workload periods
- Coordinating large-scale events with multiple stakeholders – Events such as Awards Day, Photo Day, immunisations, and assemblies involve many moving parts and dependencies, increasing the risk of errors or miscommunication
- Maintaining strong communication across diverse groups – The role interacts daily with teaching staff, students, SLT, parents, and external providers. Adapting communication style and keeping everyone informed can be challenging
- Navigating complex administrative systems – Managing, coordinating and synchronising information across multiple school, regulatory and internal systems, calendars and databases, ensuring information is accurate, current and accessible.



Ideal Candidate

Mandatory Requirements

- Current Queensland Working with Children Check (Blue/Exemption Card)
- Legal right to work in Australia
- Significant experience with administrative work in a school setting
- Demonstrated experience managing confidential matters and representing an organisation professionally and responsively

General Skills and Abilities

- Strong computer literacy
- Administration skills of a high order
- Superior drafting/edition skills