



# ST MARY'S COLLEGE

EST. 1869

## Position Information Document Director of Administration

### Position Details

Role Title:	Director of Administration
Directly Responsible to:	Deputy Principal: Learning, Practice and Achievement and ultimately to the Principal
Classification:	POR 3 (four-year appointment with a permanent teaching position as the substantive position); or Permanent Grade 6 ESO
Tenure:	Permanent Full Time
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

### Role Description

The Director of Administration is a member of the College Leadership Team and is responsible for leading and coordinating key administrative and operational functions to ensure the efficient day-to-day running of the College that supports learning outcomes for all students. This includes oversight of daily organisation (including staffing cover and calendar management), administration of relevant school systems, databases and communication platforms (including SEQTA), coordination of events, data management and reporting, and oversight of College timetabling and subject selection processes. This role also has a responsibility for initial and ongoing analysis and uplift of College organisation and administrative workflows.

### Key Working Relationships

Working closely with the following:

- Principal
- Deputy Principal: Learning, Practice and Achievement
- Deputy Principal: Community, Wellbeing and Engagement
- Director of Personalised Learning
- Director of Business
- Leadership Team
- HR Manager
- Finance Team

Team Leader: Deputy Principal: Learning, Practice and Achievement

The College Principal is responsible for the general employment conditions of all staff.

## Key Responsibilities

### Daily Organisation

- Proactively and responsively coordinate the daily organisation of the College, including staff absences, room changes, coordination of temporary relief teachers (TRTs), allocation of relief lessons, navigation of unexpected events and liaison with administration and leadership regarding non-teaching staff absence and relief.
- Oversee the organisation of all camps, retreats, excursions, incursions and College events, including:
  - Manage and prepare timetables and supervision rosters for College examinations and national testing programs.
  - Prepare schedules for College photo days.
  - Organise and set up for immunisations.
  - Prepare and publish schedules for major school events (e.g., liturgical celebrations, justice day, carnivals).
  - Collaborate with other staff to ensure the successful delivery of College events.
- Manage the bell schedule to reflect changes to the normal timetable.
- Manage daily and week-ahead notices in the Learning Management System (currently SEQTA).
- Develop and manage College calendars, ensuring they accurately reflect all College activities.
- Provide fortnightly TRT assignment/engagement advice to Payroll and track data regarding staff absences.
- Collaborate with the HR Manager on TRT staffing and recruitment to help the College maintain a reliable pool of casual staff.

### College Timetabling

- Lead the construction, execution and management of the College timetable to reflect school priorities and promote effective learning and teaching including:
  - With the Leadership Team, support the realisation of strategic goals particularly the development of a vertical pastoral care system and innovative, developmentally appropriate pedagogical approach for each of the three sub-schools.
  - Work with the Deputy Principal: Learning, Practice and Achievement and, where appropriate, the broader Leadership Team to manage and coordinate the timeline and procedures for the successful development of the timetable which ensures faithful delivery of curriculum requirements and meets strategic goals.
  - Manage the student subject selection process
  - Provide analysis and advice on organisational matters regarding the number of classes required, room allocations and staffing requirements to enable timely decision-making.
  - Maintain an accurate and up-to-date timetable and related databases, making adjustments as needed and at semester changeover times.
  - Prepare and manage room allocation, yard duty rosters and other timetable-related structures as required.
  - Work collaboratively with stakeholders to construct the timetable successfully, including liaising with the HR Manager and Finance for onboarding and related processes as directed by the Principal or delegate.
  - Communicate with all parties involved in subject and timetabling processes (including parents and students) and issue timetables and related information to staff.

- Be accountable to the Principal for developing a timetable that supports an effective and efficient teaching and learning program within defined resources and rigid timelines.
- Support the Executive Leadership Team in meeting the College's strategic goals and accountabilities, including consideration of conditions reflected in the relevant Enterprise Agreement.

### **Communication and System Management**

- Ensure date mapping and cycles/periods are set up in SEQTA and accurately match the College Calendar and Timetable.
- Support families to access SEQTA; maintain users and permissions; provide assistance as required.
- Centrally manage, in collaboration with the College Leadership Team, communication with families.
- Manage and administer SEQTA Teach, including assisting staff with bridging/sharing/copying programs; provisioning new staff permissions; and setting up SEQTA Tutor for new instrumental teachers.
- Provide support to staff to use Consent2Go in arranging and overseeing excursions and activities
- Collaborate with the Director of Business and IT Services on system improvement and maintenance

### **Data and System Improvement**

- Develop and manage school databases, ensuring data integrity, on-request reporting and seamless rollover of information year-to-year to support evidence-informed and effective learning and wellbeing activities.
- Support local and national education reporting requirements.
- Undertake end-to-end systems review and maintenance within SEQTA, Edval Daily, Consent2Go and other software packages as required.
- Synchronise systems to support successful day-to-day operations at the College.
- Regularly review and analyse systems, processes and programs to identify issues and recommend improvements towards greater efficiency and improved student, staff and community experience.

### **Academic Reporting**

- Ensure reporting data for academic reports is entered into SEQTA by the reporting timeline due date.
- Publish reports and draw down end-of semester data reporting.
- Archive reports to SEQTA and release to SEQTA Engage and Learn at the appropriate time.

This position may be requested to perform other duties relevant to the employee's role and experience from time to time

### **Qualifications**

This position may be appointed under one of the following pathways, depending on qualifications and experience.

- Teacher + POR 3
- ESO Grade 6

### **Essential Qualifications**

The following qualifications are specific to the role as a Teacher + POR 3:

- Teacher's Registration with the Teachers Registration Board of South Australia
- Teacher Accreditation in Catholic Education SA where applicable.

- Qualifications in, and knowledge of, the Keeping Safe: Child Protection Curriculum or willing to obtain.

### **Essential Experience, Capabilities and Skills**

- Experience in data analysis and reporting.
- Experience coordinating staffing cover, events and calendar management.
- Demonstrated experience and capability using SEQTA and Edval and/or comparable school management and timetabling systems.
- High-level organisation skills with the ability to manage competing priorities and strict timelines.
- Demonstrated operational leadership and coordination experience in administration, daily organisation and timetabling.
- Strong communication skills
- High attention to detail and commitment to data integrity.
- Strong analytical skills and the ability to model and identify preferred options for improvement
- Ability to connect and balance accurate and compliant logistical leadership with the impact on and experience of learners, staff and families.
- Ability to work collaboratively and responsively with leadership, administration, teaching and support staff.

### **Essential Personal and Professional Requirements**

All staff members at St Mary's College will:

- Actively support and contribute to the Catholic identity and Dominican ethos of St Mary's College.
- Show high level awareness of what is required to protect the safety and wellbeing of the children and young people in our care.
- Interact with colleagues, students and parents in a positive, respectful and restorative manner, utilising a high level of emotional resilience and conflict management strategies.
- Act professionally, ethically and with integrity.
- Contribute to community development and wellbeing through engagement with staff formation and community events.
- Demonstrate a high level of confidentiality, autonomy and initiative within the scope of their role.
- Possess highly developed organisational and planning skills.
- Model a high standard for students with regards to personal presentation and professionalism.
- Understand and adhere at all times to all relevant legislative, College, CESA and DEA Policies and Procedures.
- Utilise the College communication avenues for all correspondence with students and families, adhering to the communication guidelines in the Staff Handbook.
- Complete all administrative tasks as required or directed, including but not limited to record keeping, surveys, distribution of materials, supervisory responsibilities and duty of care provision.
- Attend professional learning, parent evenings, learning reviews and other co-curricular activities in accordance with the Enterprise Agreement (2020) (as amended or replaced).
- Demonstrate commitment to ongoing development as a learner and reflective practitioner through engagement with the College performance and development process.
- Maintain SALT Compliance Training and WHS modules, as issued by the Catholic Education Office or St Mary's College, as required.
- Complete any other duties as directed by the Principal.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective, collegiality and humour.

## Compliance and Child Safety

The role must be performed in accordance with College policies and procedures, including privacy, record management and relevant education reporting requirements. The role supports a safe, inclusive environment and must meet all applicable child safety obligations and duty of care requirements.

## Additional requirements

- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.
- This position is subject to a Screening clearance to work in Catholic Education SA, including current and accepted DHS Working with Children Clearance.
- Relevant and current first aid training.
- Approved 'Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)' qualifications.
- Annual sign off is required for:
  - CESA Code of Conduct
  - Protective Practices
  - St Mary's College ICT Agreement

## Work outside of standard hours

Some work outside of standard College hours may be required. These hours will be managed in alignment with the South Australian Catholic Schools Enterprise Agreement, applicable Right to Disconnect legislation and St Mary's College Policies.

## Work Health & Safety (WHS) Role

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- Take reasonable care
- for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 WHS Act 2012)

## Acknowledgement

No Position Information Document can capture the complexity of tasks within a school. Therefore, this Position Information Document should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

The College reserves the right to review, update, and amend this Position Information Document at any time.

In alignment with the College's ongoing strategic growth and development, all responsibilities outlined in Position Information Documents may be adjusted to reflect the

changing needs of the College and to support its continued improvement and strategic direction.

St Mary's College is committed to continuous improvement, and all roles within the College play an integral part in its development.

As roles naturally evolve, the College is committed to regularly reviewing and updating Position Information Documents to ensure they accurately reflect each employee's contribution.