

POSITION DESCRIPTION



Administration Assistant – Brookhill Office

CLASSIFICATION	Support Staff (Band 2)
BASIS OF EMPLOYMENT	Fixed-term (until 20 September 2024)
TIME FRACTION	Part-time 0.8 FTE
ESSENTIAL QUALIFICATIONS	Current and valid Working With Childrens Check (WWCC)

ACKNOWLEDGEMENT OF COUNTRY

Aitken College is located on the traditional lands of the Wurundjeri Woi-wurrung. The Woi-wurrung peoples are the traditional owners of this land and we pay respects to elders past and present.

We are grateful for the strong history of Indigenous culture that is present around us and respect the ongoing living culture of all First Nations people.

ABOUT AITKEN COLLEGE

Aitken College is a co-educational, independent school in association with the Uniting Church, offering Prep to Year 12 education, growing to more than 1400 students and located on 18 hectares in Greenvale, part of the urban growth corridor in the North West.

Aitken College offers a varied academic program which allows students to seek opportunities at all levels including the Victorian Certificate of Education (VCE), VCE Vocational Major (VM) and Vocational Education and Training (VET). As part of Values and Faith exploration, all students attend weekly Chapel services, and from Prep to Year 10 participate in compulsory Religion and Values Education classes.

Vision Statement

Aitken College sees a future where young people are inspired to do their personal best in service to themselves and others, in association with the Uniting Church in Australia.

Mission

Aitken College will develop students' self esteem and confidence; expand their skills and intellect; and encourage them to become vital and compassionate members of the community.

Values

Our values guide behaviour that builds strong character and promotes the highest standards. Students, in particular, are empowered to embrace the values to achieve their personal best in all aspects of their lives, including learning, service, citizenship and wellbeing.

Compassion

We display genuine concern and support those in need.

Excellence

We strive to achieve our personal best.

Honesty

We behave and act truthfully and in good faith when engaging with others.

Kindness

We are considerate of others and treat them with empathy and generosity.

Respect

We accept and appreciate ourselves, others and our environment.

Aims

Through all our work, we aim to:

- Make the Christian faith relevant through an understanding of its major teachings by encouraging a personal faith journey.
- Inspire and challenge students to realise their academic, social and emotional potential to equip them for the 21st century.
- Promote and develop creativity, critical thinking, collaboration, perseverance and self-improvement.
- Encourage individuals and the community to be respectful, take responsibility and to act accordingly.
- Empower students to act with service, sustainably and in reconciliation.
- Cultivate an adaptive, innovative and continuously improving school.

BENEFITS OF JOINING THE AITKEN COLLEGE COMMUNITY

- Supportive and inclusive work environment
- Commitment to staff wellbeing
- High quality learning and teaching infrastructure
- Employee Assistance Program available to staff
- Culture of encouraging excellence
- On-site parking
- Active staff association

CHILD SAFETY AND WELLBEING

Aitken College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to promote a child safe culture. All staff members of the school are expected and subject to comply with our Child Safety Code of Conduct and Child Safe Policies.

- Understand and uphold College and staff obligations with regard to student safety.
- Demonstrate commitment to student safety in all aspects of conduct.
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct.
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements.

- Complete annual training in Child Safety as required.
- All staff are required to comply with the College's *Child Safety and Wellbeing Policy, Child Safety Code of Conduct* and Child Safe Program, as well as their legal and professional obligations with respect to the prevention and reporting of child abuse or reportable conduct.
- It is each staff member's individual responsibility to be aware of key risk indicators of child abuse or reportable conduct, to be observant, and to raise any concerns they may have with one of the College's Child Safety Officers and/or with external agencies where required. In this regard, staff are encouraged to voice their concerns, no matter how minor, trivial or insignificant.

For further information or to access our Child Safety Policies, please go to:
<https://www.aitkencollege.edu.au/child-safety/>

POSITION SUMMARY

Brookhill is the senior secondary environment at Aitken College. Brookhill consists of Years 10-12, comprising of the Victorian Certificate of Education (VCE) and Vocational Major.

The Administration Assistant (Brookhill) is responsible for supporting the Deputy Head of Secondary (Senior School Culture) and Heads of Year with administrative duties. The role also entails reception relief on a rostered basis during term and non-term weeks. In approaching the work, tasks and responsibilities, the Administration Assistant (Brookhill) will contribute to the College's culture of innovation, continuous improvement, efficiency and better practice.

During non-term weeks, the role may entail providing general administrative support under the direction of the Deputy Principal.

POSITION REPORTS TO

The Administration Assistant (Brookhill) reports to the Deputy Head of Secondary (Senior School Culture).

KEY RELATIONSHIPS

- | | |
|-----------------------|--------------------------|
| • The Executive Team | • Administration Team |
| • The Leadership Team | • Director of Admissions |
| • Heads of Year | • Staff |
| • Students | |

KEY OUTCOMES

Administration

- The Deputy Head Secondary (Senior School Culture) and Heads of Years are provided with the administrative support, including data entry and filing, required to fulfil their duties.
- The Brookhill Office reception duties are undertaken in a service oriented, efficient and positive manner which is underpinned by the College's ethos and values.
- The student attendance data is accurately maintained and followed up in conjunction with College policy.
- Student lockers and locks are assigned, recorded and maintained.
- Support is provided for the organisation of Brookhill events (including functions, camps, orientation days and information evenings).
- Chapel seating allocation is organised, recorded and maintained.
- The College's Duty of Care requirements with regard to permission notices, lists and/or materials are accurately collated.

- The Director of Admissions is supported with the induction of new students.
- The compliance and policy obligations of the College are supported through the preparation and distribution of posters for College rooms, including for example evacuation, child safe, charters and values posters.
- The Victorian Assessment Software System (VASS) Data is accurately entered and maintained under the direction of the Director of Student Pathways.
- College wide certificates and/or awards are produced as requested.
- Cover is provided for the Secondary School Administration Assistant, Primary School Administration Assistant and Reception, during times of absence and/or organisational requirements.
- Undertake any other duties as requested by the Principal.

OCCUPATIONAL HEALTH AND SAFETY

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above.
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation.
- Ensure that staff comply with all OH&S requirements.

ENVIRONMENTAL

- Support and participate in the Environmental programs of the College.

RELIGION AND VALUES

- Support and participate in the Religion and Values Education Program of the College.

APPROVAL ON BEHALF OF THE EMPLOYER

This position description has been approved by:

Employer: Mrs Josie Crisara, Principal, Aitken College Limited.

Signed:

Date:

ACCEPTANCE OF THE EMPLOYEE

I have reviewed this position description and I understand all my key duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my duties may be varied by the College from time to time in accordance with Aitken College Limited's operational requirements.

Employee:

Signed:

Date: