

Position Description

Name	
Position Title	Administration Assistant
Reports to	Principal
Award Classification	Education Services (Schools) General Staff Award 2020, Level 4
Hours	

About our School

Julia Gillard Community College (JGCC) is an Independent School (Special Assistance Senior Secondary School) which was founded in 2024. We deliver flexible education and learning options, including the Victorian Pathway Certificate (VPC) and VCE Vocational Major (VCE VM), for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have disengaged, or are at risk of disengaging, from mainstream education. Our vision is to improve lives and strengthen the capacity of young people to reach their full potential for success in life.

We provide young people disconnected from education or struggling to find success, a fresh start in a smaller, supportive environment. In recognition that all young people have the right to quality educational opportunities that improve their lives and strengthen their capacity for success in the future of life and work, Julia Gillard Community College strives to provide an education that allows students to participate positively regardless of their life circumstances and the barriers to learning they may have experienced. We support students to complete secondary schooling, to build resilience and to be well prepared for the future.

In addition to disengagement from school, our students include school refusers, those from refugee background who have experienced significant interrupted schooling, and those who may be experiencing mental health challenges or barriers to learning and learning difficulties.

Position Objectives

The objective of the Administration Assistant is to provide administrative support across various school functions, contributing to the smooth operation of a small senior secondary school in Victoria. This includes managing student data, assisting Business Services Officer with financial and enrolment processes, supporting the principal with executive tasks, and ensuring effective front desk and office administration. The role aims to enhance the overall functioning of the school by maintaining accurate records, assisting with communication and documentation, and ensuring compliance with relevant regulations, all while fostering a positive and professional environment for students, staff, and the broader school community.

Key responsibilities

- Provide administrative support to the school leadership team and staff.
- Prepare correspondence, reports, presentations and other documentation.
- Coordinate diary and calendar management for the Principal and leadership team
- Prepare agendas, take minutes and distribute documentation for staff or leadership meetings
- Assist with scheduling parent/guardian meetings and interviews
- Manage incoming/outgoing mail and courier deliveries
- Support coordination between administration and wellbeing/support staff regarding student needs
- Maintain records related to Working with Children Checks and staff/visitor sign-in for compliance purposes
- Maintain accurate electronic and paper-based records.
- Support school financial administration, including data entry.
- Assist with government and statutory reporting requirements.
- Assist with reception duties and respond professionally to enquiries from students, families and visitors.
- Prepare routine school communications for students, families and staff.
- Assist with the preparation of newsletters, publications and social media content.
- Provide administrative support for Compass and other school information systems.
- Assist with maintaining databases, records and documentation.
- Undertake other administrative duties as directed by the Principal/s or Business Services Officer

Selection Criteria

- Demonstrated experience office operations, ideally within an educational environment.
- Demonstrated experience with student information systems such as Compass, including data entry, report generation, and assisting with enrolment processes.
- Demonstrated experience in basic financial operations, including processing invoices, and managing financial records.
- Demonstrated experience in reception functions and providing excellent customer service.
- Understanding of privacy regulations, child safety requirements, confidentiality and professionalism.
- Ability to provide administrative support to the Principal and senior leadership.
- Commitment to maintaining a safe and supportive environment for students and adhering to the school's code of conduct.

Essential Requirements

- Experience working in an office or school environment
- Current Employee Working with Children Check
- Police Check at point of employment
- Victorian Driver's licence
- Right to work in Australia
- Satisfactory reference checks

Desirable

- Qualification in bookkeeping or accounting or relevant experience
- Skill in MS Office applications (Excel/Access etc)
- Experience using a student management system – Compass
- Experience in publishing and promotions in social media

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the purposes of JGCC and Wyndham CEC as stated in its Constitution and Mission and Vision statements.

Have a good understanding of Health and Safety requirements and ensure that work practices reflect this. We have no tolerance for compromised worker safety. Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and students who may be affected by your acts or omissions in the workplace.

Wyndham CEC has a commitment to child safety and no tolerance of child abuse.

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have no tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

Have a strong understanding of child safe standards, MARAM and family violence reforms.

JGCC/Wyndham CEC is committed to operating efficiently, ethically and remaining operationally and financially sustainable. As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Codes of Conduct and regulatory guidelines.