



# Position Description

<b>Position Title:</b>	Director of College Administration
<b>Reports To:</b>	Deputy Principal
<b>Directly Manages:</b>	Sport and Coaching Manager, Library Manager, International Students Co
<b>Liases With:</b>	All staff
<b>Employment Details</b>	Full Time with Coordinator 3 Allowance as per MEA
<b>Award:</b>	Independent Schools NSW (Hybrid model) MEA 2017
<b>Member of:</b>	Executive Leadership Team
<b>Contract Period</b>	As per appointment
<b>Appraisal Process:</b>	Review conducted by Principal
<b>Qualifications</b>	Master of Education or equivalent
<b>Experience:</b>	At least eight years teaching experience and significant experience in a range of leadership positions
<b>Professional Attributes:</b>	Supportive of Christian ethos of the College. Excellent organisational and technological skills. Broad knowledge of educational theory and practice. Skills and experience in managing and leading teams. Skills and experience in developing and managing systems. Excellent interpersonal skills.
<b>Position Goal:</b>	The Director of Administration is a member of the College Executive, directly responsible to the Deputy Principal and works in partnership with the College Executive providing quality educational opportunities for the students. The Director of Administration is responsible for the effective administration and organisation of the daily life of the College.

**Position Duties:**

**Promote the effective organisation and smooth operation of the College by:**

- Liaising with the Deputy Principal regarding the development and maintenance of the College Calendar and the timing and organisation of events.
- Coordinating the daily organisation of the College including the development of rosters and schedules for alternative programs and events.
- Liaising with the Deputy Principal to coordinate significant College events such as Foundation Day, Presentation Day and Open Day.
- Organising short term relief and replacement staff and completing all relevant documentation.
- Preparing, implementing and monitor staff supervision rosters.
- Ensuring effective communication with staff, students and parents regarding College events, requirements, procedures and deadlines.
- Coordinating parent/teacher interviews including the set up of booking capabilities in TASS via the parent portal.
- Coordinating the booking processes and rostering of shared facilities across the College.
- Supporting the Chaplain in the facilitation of Chapel services, student retreat and reflection programs and initiatives related to community involvement and social outreach.
- Liaising with the Facilities and Maintenance Manager to ensure the smooth and efficient coordination, set up, use and clean up of facilities and resources for College events.



- Supporting curriculum and welfare leaders in organising events, excursions and activities.

**Manage the development, implementation and currency of College policies and procedures by:**

- Maintaining and updating the Staff Handbook to ensure the currency of all policies and procedures.
- Establishing and maintaining a systematic regime for the regular review and updating of College policies and procedures.
- Liaising with the relevant Leader(s)/staff to ensure appropriate policies and procedures exist and all compliance obligations are met.
- Developing systems to ensure that all staff have access to, and are familiar with, all College policies and procedures.

**Provide professional leadership and supervision to support the role of the:**

- International Students Coordinator including assisting with the planning for Study Tours in relation to use of College facilities.
- Sport and Coaching Administrator including the allocation of staff and specialist spaces to support the delivery of the sport and coaching program.
- Library Resource Centre Manager including identifying and facilitating a Library Resource Centre development plan.

**Supporting the effective delivery of the curriculum by:**

- Being an active member of the College Timetable Committee.
- Coordinating the allocating and use of specialist facilities.
- Managing the development and implementation of examination timetables and supervision rosters.
- Liaising with relevant leaders to select the most appropriate staff to support events and excursions.

**Member of the Executive Leadership Team and supportive of processes for the development and implementation of the Strategic Plan**