

Position Description



**EMMANUEL
ANGLICAN
COLLEGE**

Learning ~ Living ~ Leading

Position

Administration Officer – Records

College Overview

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

Position Overview

The Administration Officer – Records is responsible for maintaining the College database, including student records, and preparing academic reports. The Administration Officer – Records is an active member of the Compliance Team which is responsible for attending to the regulatory reporting and compliance matters.

Key Responsibilities

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

Maintenance of the College Administration Database:

- Maintain the College Administration Database, including updating student and parent contact information.
- Maintain the College's Alumni database, register of donors and dignitaries.
- Maintain all student files and records including issuing Parent Lounge and Student Café licences.
- Ensure the security and confidentiality of student files.
- Completion of all end of year administrative tasks associated with student records.
- Archiving of student records.

Communication of Student Data:

- Manage the set-up, compilation and distribution of Student Academic and Pastoral Reports for students in Kindergarten to Year 12.
- Prepare reports on attendance, wellbeing and other student data to support the management of students.
- Prepare operational and statistical reports required for compliance and statutory reporting to authorised external parties.



Assist the Compliance Manager with projects:

- Engage in continuous quality improvement by making recommendations to the Compliance Manager.
- Work collaboratively with the Compliance Manager to develop, update and improve policies and procedures.
- Prepare correspondence, reports and documents as required.
- Develop fact sheets to help students, staff and parents effectively use Kiosk, Café and Lounge.

Assist the College to meet its administrative needs:

- Assist the finance team with purchasing and distribution of deliveries.
- Perform general administrative support tasks, as required.
- Assist with reception duties, as required.

Contribute positively as a member of a team, actively support and promote WHS procedures and work collaboratively with all College staff.

Knowledge, Skills and Qualifications

- High attention to detail and accuracy.
- Maintain a high level of confidentiality.
- Vocational qualification or relevant professional experience.
- Education sector experience is highly regarded.
- Proven administrative skills.
- Ability to communicate effectively, both orally and in writing, in a clear and concise manner.
- Highly competent computer and keyboard skills.
- Experience in managing extensive record systems.
- Ability to meet deadlines, determine priorities and organise work to meet objectives and identify and deal with problems.

Personal Qualities and Attitudes

- Willingness to support the Anglican ethos of the College.
- Commitment to the principles of work health and safety.
- Ability to work effectively both independently and as a member of a team.

Remuneration

The appointee to this position will be remunerated in accordance with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement as a Level 2 Clerical Officer at the salary scale (Step 2.1) equivalent with their level of full-time equivalent service.