

# Position Description



**EMMANUEL  
ANGLICAN  
COLLEGE**

*Learning ~ Living ~ Leading*

## **Position**

Administration Officer – Records

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## **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.