



**Oxley**  
COLLEGE

**SCHOOL  
ADMINISTRATOR  
FOR JUNIOR  
SCHOOL**

To Think  
To Dare  
To Dream



# SCHOOL ADMINISTRATOR for JUNIOR SCHOOL

School Campus	Junior School
School Division	College Services
Reports to	Head of Junior School and Business Manager
Key Relationships	Deputy of Junior School, Stage Coordinators, Senior Executive Leadership Members, Teachers and General Staff, Students and Parents.
Employment Status	<input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Remuneration Classification	Independent Colleges NSW (Support and Operational Staff) Multi Enterprise Agreement 2021
Tenure	Permanent Position

Oxley College is a well-established independent, co-educational, non-denominational Pre-K to 12 day school of 850 students nestled in the scenic Southern Highlands of NSW.

At Oxley, we hold a fundamental belief in the comprehensive education of the whole child. Our vision is to be a vibrant, respectful, and inclusive learning community where the development of character, genuine care for every individual, and enlightened academic rigour inspires our students to thrive.

We are committed to fostering a dynamic, innovative, and evidence-based learning environment that revolves around the needs of each student. Our child-centred approach ensures that high-quality learning and teaching are the heart of the educational experience we offer. We seek to inspire and empower students to not only enjoy their learning journey but also apply their knowledge to comprehend the intricacies of the world and their unique place within it.

As a College community, we cherish the values of kindness, courage, and wisdom. Our dedicated staff work in partnership with parents and carers to create an environment that nurtures each student's academic, emotional, and social development. With a focus on character and enlightened academic pursuits, we aim to inspire every individual to achieve their full potential and contribute positively to the global community.

Oxley College is proudly a Child Safe Organisation, putting the best interests of children and young people first.

Further information about the College and its programs can be located on our website: [Oxley College](#).

## Position Summary

The School Administrator for Junior School will have a passionate approach to their work applications and will provide oversight of administration support for completion of tasks and processes associated with operations of the Junior School.

The School Administrator for Junior School is a member of the Administration team and reports directly to the Head of Junior School and Business Manager, full confidentiality is required and expectations to model respectful, professional, and positive behaviours in line with the values of Oxley.

The ideal role holder would require an exceptional ability to be flexible, creative, innovative and to have initiative and problem-solving capabilities while having an excellent personal manner with all people making enquiries.

The position is full time at 48 weeks with 4 weeks annual leave. Attendance is expected at all mandatory College key events and professional development activities.

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OXLEY COLLEGE P-12

Railway Road, Burradoo NSW 2576

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## Key Responsibilities

The ideal role-holder will be responsible for:

### Administration

- Support the Head of Junior School with day-to-day diary management and appointments.
- Support effective and sensitive screening elements to support key projects and for work tasks to remain on track.
- Provide administrative and compliance support to the Head of Junior School, including word processing, prioritising tasks, preparation of letters and business correspondence, maintaining of policies, notices, reports, agendas, presentations, minutes and other documents.
- Type, proof-read and edit letters, documents and other communications as required.
- Respond to, manage and coordinate administrative matters pertaining to Junior School as they arise and when appropriate.
- Provide administrative support to the Deputy of Junior School as required including documentation and arrangements for student events.
- Provide administrative support to assist with booking of parent teacher information and interview sessions.
- Assist the Head of Junior School in preparation of each school year including run sheets, assemblies, awards and key events.
- Compile and communicate bulletin notices of events and news for students, staff and parents through the Edumate system.
- Responsibility of the Duty rostering for Junior School.
- Purchasing requirements for Head of Junior School and Deputy of Junior School.
- Willingness and flexibility to support other ad hoc tasks as directed.
- Comply with College policies and procedures including Health and Safety requirements.
- Be supportive of the values of Oxley College and willingness to be a part of the total life of the College.

### Student Data Management

- Liaise with the Registrar and other key staff on incoming/outgoing students.
- Assist with processes associated with the selection of K-6 students for leadership/responsibility positions.
- Maintain accurate student database records.
- Provide student information from the school's database as required.
- Preparation of student diaries.
- Provide administrative assistance with student enrolment interviews.
- Management of Edumate templates, administration support and distribution of student reports.
- Filing and maintaining of appropriate and up to date record keeping.

### Information for Students and Parents

- Coordinate and act as the lead person for the Junior School Parent Teacher interview bookings, communications and support.
- Attend Junior School Parent teacher interviews to provide administrative support as required.
- Coordinate the organisation of parent information events and attendance.

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### **College Events**

- Work collaboratively to ensure efficient operation of College events.
- Management of the Junior School master calendar including operations and events.
- Attend any relevant event planning meetings.
- Assist with administration tasks associated with student Graduation events.
- Attend major College events to provide assistance as needed.

### **Staff Briefings**

- Prepare notes for the Junior School Briefings.
- Write and distribute minutes for the Junior School Briefing.

### **Prizes and Awards**

- Oversee the collection of Junior School prizes and awards.
- Management of Awards Assemblies each term.
- Assist Awards Committee with production, allocation, and presentation of College awards.

### **Communication**

- Liaise with students, staff, parents and the community regarding issues communicated to the Head of Junior School in a calm and professional manner.
- Facilitate and provide quality and efficient written and verbal communication for the Head of Junior School.
- Build and sustain positive working relationships with staff, parents and students.

## **General Duties**

All staff are expected to:

- Participate actively in professional learning programs, staff meetings and planning sessions.
- Be willing to provide reasonable cover for absent colleagues when required.
- Undertake other duties as determined by the Head of College.

## **Attributes And Expectations**

All staff are expected to uphold the College's values by:

- Support a contemporary view of evidence-based innovation, leadership and learning supporting students of all abilities with kindness and compassion.
- Having the ability to communicate confidently, clearly and cooperatively with students, staff and parents.
- Safeguarding and promoting the welfare of children.
- Supporting and promoting the College's culture, reputation, and strategic objectives.
- Model a high degree of professionalism and confidentiality.
- Complying with the College's Code of Conduct and other policy and regulatory requirements.
- Respecting and upholding the College's values and ethos.
- Respecting people of all backgrounds within the College community.
- Building relationships with students, staff and parents based on respect, trust, and shared purpose.
- Behaving ethically and with appropriate confidentiality and sensitivity.
- Modelling punctuality and adherence to organisational deadlines.

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## Desirable Skills

The role-holder must:

- Have excellent written English and effective interpersonal communication skills.
- Articulate and engaging with a personal warmth that engenders mutual respect and builds commitment to the College.
- Models optimism and a Growth Mindset.
- Have excellent technological literacy across a range of applications.
- Hold a valid and current Working with Children Check Number.
- Must have exceptional attention to detail, organisational and time management skills.
- Ability to work on multiple projects, set priorities and meet deadlines concurrently within a dynamic environment.
- Ability to work independently on multiple tasks with minimal supervision.

## Reporting Relationships

The position reports directly to the Head of Junior School. Key staff relationships are Deputy of Junior School, Stage Coordinators.

**Internal Relationships:** In carrying out the responsibilities listed in the Position Description, the School Administrator will liaise with staff from across the College campus as required to achieve the requirements of the position.

**External Relationships:** The School Administrator will liaise with members of the College community, relevant committees, and outside associations, as well as peers in similar schools as necessary to fulfil the objectives of the position.

## Conditions Precedent For Employment

The role holder will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number and clearance evidence.

## Remuneration

The remuneration for this position will be set in accordance with the Independent Schools NSW Support and Operational Staff Multi-Enterprise Agreement 2021.

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**Employee Acknowledgement (to be completed on offer and acceptance of role)**

*I have read and understood the contents of this position description and accept the following:*

- This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Oxley College.*
- I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*

Signature	Date

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