

TITLE	Curriculum Administrator
EMPLOYMENT STATUS	Permanent, fulltime, term-time with some additional days during holiday periods
DEPARTMENT	Administration
ENTERPRISE AGREEMENT	Launceston Church Grammar School General Staff Enterprise Agreement
EA CLASSIFICATION	School Administration Services Grade 5
REPORTS TO	Head of Junior Campus
REPORTS	Nil
KEY FUNCTIONAL RELCATIONSHIPS	Assistant Head of Junior Campus, Junior Campus leadership team, Teachers, Junior Campus Administration team, Senior Campus School Operations Coordinator
LOCATION	Junior Campus

Scope of Position

The Curriculum Administrator a vital role in providing comprehensive and varied administrative support to ensure the smooth operations of the Junior Campus office. This role manages the administrative functions effectively, enhancing overall operational efficiency within the Junior Campus office so the HOJC can focus on leadership responsibilities. The Curriculum Administrator will work well under pressure, handling a wide variety of activities and confidential matters with discretion.

Duties and Responsibilities

EXECUTIVE AND ADMINISTRATIVE SUPPORT TO HEAD OF JUNIOR CAMPUS

- Provide comprehensive administrative support to the Head of Junior Campus (HOJC) to enable the effective delivery of daily operations, strategic priorities and special projects.
- Manage the HOJC diary, including scheduling meetings, appointments, travel arrangements, logistics and competing priorities.
- Exercise initiative, sound judgement and discretion in anticipating needs and supporting the HOJC in the performance of their duties.
- Coordinate communication between the HOJC, staff, leadership teams and external stakeholders.
- Manage incoming correspondence, emails and phone enquiries, ensuring timely, professional and appropriate responses.
- Prepare correspondence, reports, schedules, procedures, presentations and other documentation on behalf of the HOJC.
- Maintain organised digital filing systems and confidential records to ensure information is accurate, accessible and appropriately managed.

MEETING, REPORTING AND DOCUMENTATION SUPPORT

- Coordinate meetings, including the preparation of agendas, meeting papers, minutes and follow-up of action items.
- Assist with the preparation of reports, presentations, awards, assemblies and other documentation required by the HOJC.
- Compile and organise data, student information and operational reports as required.
- Maintain accurate student records, including class groups, grade lists, contact details, medical information and other relevant documentation.
- Ensure all student and school records are maintained in accordance with privacy, confidentiality and information management requirements.

EVENTS, FUNCTIONS AND CAMPUS ACTIVITIES

- Coordinate and support Junior Campus events, ceremonies, presentations, awards, assemblies and formal functions.
- Liaise with the HOJC, Advancement Team and relevant stakeholders to plan event requirements, including venues, catering, invitations, programs and logistics.

- Prepare event materials including invitations, booklets, schedules and programs.
- Support the planning and delivery of school productions, including liaison with the Music Department and responding to enquiries.
- Coordinate key annual activities including school photos, back-to-school stationery orders and other campus initiatives.
- Contribute to the School calendar by coordinating with Senior Campus staff and relevant stakeholders to ensure that events, meetings and deadlines are accurately recorded.

STAKEHOLDER ENGAGEMENT AND COMMUNICATION

- Act as a key point of contact for parents, students, staff, visitors and external stakeholders, providing timely and professional assistance.
- Support enrolment processes by liaising with the Enrolments Team and acting as a Junior Campus contact for enrolment-related matters.
- Provide clear and effective communication between the HOJC and internal departments.
- Support positive relationships with families and the wider school community through responsive and professional service.

FINANCIAL AND RESOURCE ADMINISTRATION

- Process purchase orders for supplies, equipment and services in accordance with budget requirements and school processes.
- Maintain office supplies and inventory, and coordinate ordering as required.
- Manage monthly credit card reconciliation processes, including collating receipts and ensuring that accurate records are maintained.
- Manage and reconcile fundraising cash collections in accordance with school procedures.
- Support administrative budget processes and resource coordination for Junior Campus activities.

STUDENT ADMINISTRATION AND PASTORAL SUPPORT

- Provide administrative support for student wellbeing and pastoral care processes as required.
- Provide Reception and pastoral care support during periods of leave or high demand.
- Administer first aid to students in the absence of the School Nurse and support student health and safety requirements.
- Maintain confidentiality and demonstrate sensitivity when managing student, family and wellbeing information.
- Support the effective management of student records and information systems.

OPERATIONAL AND OFFICE MANAGEMENT SUPPORT

- Support the effective day-to-day operation of the Junior Campus office.
- Maintain an organised, welcoming and efficient office environment.
- Provide general administrative assistance including correspondence, filing, photocopying and document preparation.
- Support special projects, initiatives and operational priorities as directed by the HOJC.

COMPLIANCE, PROFESSIONAL STANDARDS AND GENERAL RESPONSIBILITIES

- Maintain a high level of professionalism, confidentiality, discretion and integrity in all interactions.
- Ensure compliance with school policies, procedures and privacy requirements.
- Build positive working relationships with staff, students, families and external stakeholders.
- Undertake additional duties and responsibilities as required by the Head of Junior Campus or relevant manager.

Key Selection Criteria

QUALIFICATIONS

- Certificate IV in Business Administration or equivalent qualification and/or relevant experience.
- Working with Vulnerable People Registration — Department of Consumer, Building and Occupational Services.
- **National Police Check** (or willingness to obtain).
- **HLTAID012** - Provide First Aid in an Education and Care Setting qualification.
- **HLTAIC009** – Provide CPR

SKILLS AND EXPERIENCE

- Minimum two years' experience in a similar Personal Assistant, Executive Assistant or senior administrative role, with demonstrated ability to provide high-level support to senior leaders.
- Previous experience working within a school or education-based environment (desirable), with an understanding of the operational requirements and culture of a school community.
- Advanced proficiency in Microsoft Office Suite and demonstrated ability to effectively utilise digital systems and administrative platforms.
- Experience using school-based systems such as Edval and/or TASS (desirable).
- Strong organisational skills, with the ability to prioritise competing demands, manage multiple tasks and maintain a high level of accuracy and attention to detail.
- Demonstrated ability to work autonomously, exercise initiative and use sound judgement when managing priorities and supporting executive decision-making.
- Highly developed interpersonal and communication skills, with the ability to build positive and professional relationships with staff, students, parents and the broader Grammar community.
- A proactive approach to problem-solving, with the ability to anticipate needs, identify solutions and respond effectively to changing priorities.
- Demonstrated ability to manage sensitive and confidential information with a high level of discretion, professionalism and integrity.
- Strong attention to detail and commitment to delivering high-quality administrative support and customer service.

Workplace Health and Safety - Worker

The worker is required to:

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others
- Comply, so far as you are reasonably able to, with reasonable instruction provided by the School
- Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School including reporting any hazards, incidents and near misses.

Safeguarding Children and Young People

Launceston Church Grammar School is a Child Safe School and we take the safeguarding of children and young people seriously. You must:

- Ensure all Launceston Church Grammar School policy compliance is met;
- Ensure that your interactions with children and young people are positive and safe;
- Provide adequate care and supervision of children and young people in your charge;
- Act as a positive role model for children and young people;
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management,
- Maintain valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Attitudes and Personal Qualities

- Represent the school with pride.
- Have enthusiasm for working in a school and the ability to form relationships with staff, children and families.
- Be honest, trustworthy and ethical.
- Have a high-level interpersonal and communication skills, balanced with a respect for confidentiality.
- Show attention to detail.
- Work cooperatively and flexibly within a team.
- Have a warm, caring nature and a sense of humour.
- Have an energetic, proactive approach to work.
- Demonstrate initiative and suggest appropriate process improvements.
- Have the ability to juggle competing priorities, think quickly and be solution focused
- Be supportive of the Anglican Ethos of Launceston Church Grammar School.