

Position Description

Junior School Administration Assistant

OVERALL PURPOSE OF THE POSITION

Barker College is a non-selective comprehensive School that is committed to excellence and enrichment for all our students. The Junior School Administration Assistant supports the Junior School executive and staff who are responsible for the implementation of quality teaching, learning and co-curricular programs that develop knowledge and skills along with appropriate learning attitudes.

The School implements the International Baccalaureate Organisation PYP (Primary Years Program) with a focus on Inquiry Learning from Pre-K to Year 6. This is a framework for teaching and learning.

The Administration Assistant supports staff through general administration tasks in the Junior School.

The successful applicant will be a positive team member who is personable with a strong customer service orientation that would enjoy working in a school environment interacting with both children and adults in a varied and busy environment. They will need to have the ability to be efficient, adaptable, have a keen eye for detail, accuracy and discretion.

The position is full time, term time, working 8:30am to 4:30pm.

PRIMARY DUTIES

- Offer high-level administrative support to the Junior School Executive Team.
- Assist in the administration and logistics for the Junior School's co-curricular activities, supporting the Junior School Director of Administration and Student Experience and the Coordinator of Co-Curricular activities.
- Prepare meeting minutes and ensure action items are clearly documented.
- Communicate effectively with parents and community either by phone, email or in person.
- Draft formal correspondence for distribution to the community.
- Assist in the maintenance and retrieval of information from student databases, eg. Veracross and prepare corresponding documentation for key events and presentations
- Assist the organisation of parent-teacher interviews and schedules.
- Support the students on a day-to-day basis through interaction and care.

Additional responsibilities

- Support Junior School Reception and Student Services with managing resources, equipment, and student messages.
- Assist by providing cover on the JS Reception desk.
- Maintain regular communication with OSHClub, Barker Aquatics, Tennis, IGNITE, and other relevant departments about student movements.
- Offer assistance with after-school co-curricular programs as required.
- Other duties as may be assigned from time to time by the Head of Junior School or his/her delegate.

SKILL REQUIREMENTS FOR THE ROLE

- Relevant administrative experience and expertise
- Proficient in ICT with a quick aptitude for learning and utilising student management systems and other applications. Experience in MS Suite, Outlook, Teams and Veracross is advantageous.
- Ability to work within a team and independently
- Discretion and a high level of confidentiality in handling sensitive information.
- The ability to manage multiple projects and tasks with competing deadlines.
- Proactive, energetic with a positive “can-do” approach to your work

ESSENTIAL PERSONAL ATTRIBUTES

- Ability to support the Christian values and ethos of the School
- Commitment to the principles and practices of a learning organisation
- Strong organisational skills that reflect the ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail
- Strong interpersonal skills with the ability to build relationships with all members of staff and members of the Barker community.
- Forward looking thinker, who actively seeks opportunities and proposes solutions and efficiencies.
- Refined communication skills both written and oral
- Exceptional personal standards of honesty, integrity and professionalism
- Initiative and flexibility
- Punctuality and reliability

WORK, HEALTH & SAFETY & ENVIRONMENT

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others;
 - Following policies and directions designed to ensure a safe environment;
 - Reporting any hazard you identify to your supervisor or through the School's reporting processes;
 - Reporting any injury sustained to your supervisor or through the School's reporting processes within 24 hours;
 - Following emergency evacuation procedures if required;
 - Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
 - Undertaking WHS training as deemed relevant.
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RELATIONSHIPS

The Head of Junior School.

The Junior School Administration Assistant is responsible to the Head of Junior School for the overall aspects of his/her work.

The Deputy Head of Junior School

The Junior School Administration Assistant works in collaboration with the Deputy Head of Junior School to ensure the effective workflow and management of their productivity on a day-to-day basis.

The Director of Teaching & Learning (PYP Coordinator)

The Junior School Administration Assistant works in collaboration with the Director of Primary Curriculum (PYP Coordinator) providing assistance to the teaching and learning programs.

The Director of Students (PreK – Year 6)

The Junior School Administration Assistant works in collaboration with the Director of Students to support the well-being of students.

The Director of JS Staff Operations and Student Admissions

The Junior School Administration Assistant works with the Director of JS Staff Operations and Student Admissions to ensure the smooth operation of the Junior School, especially duties, class cover and leave.

Grade Coordinators

The Junior School Administration Assistant works in collaboration with Grade Coordinators to assist in preparing materials for teaching and learning programs.

Staff Members

The Junior School Administration Assistant works collaboratively with all staff to collaborate and assist where appropriate.

Parents and the wider community

Represent the School, its policies and interests, in a positive and professional manner in accordance with the overall School Mission and Strategic Plan.

ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Working Hours are expected to be 8:30am to 4:30pm
 - This is a full-time, term-time only role
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QUALIFICATIONS

- Certificate or qualification in Administration and/or Clerical support an advantage
 - Certificate in Education Services an advantage
 - Training in First Aid (Barker College will provide access to this training as necessary).
 - Working with Children Check (employee) clearance
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ORGANISATION CHART RELATIVE TO POSITION

The Supervisor's Supervisor:	The Head of Barker College
The Immediate Supervisor:	The Head of Junior School
This position:	Junior School Administration Assistant

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Junior School Administration Assistant**

Approved by Head of Junior School on 14 April 2025

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____