

## **Position Description**

# **Administration Assistant – Round Square Conference**

### **OVERALL PURPOSE OF THE POSITION**

- As a Round Square school, Barker College has been invited to host the 2026 Round Square International Conference for up to 1,300 delegates in September. The Administration Assistant will play a key role in providing executive administrative support to the Head of Character Education in the lead up and during the conference.
- The successful applicant will work closely with an external conference organiser and the internal Steering Committee to support the overall success of the conference.

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### **PRIMARY DUTIES & RESPONSIBILITIES**

- Provision of executive support to the Head of Character Education, including calendar management, meeting preparation, minute-taking, and drafting correspondence.
- Liaison with the appointed Conference organising company. The Administration assistant will act as the central point of contact between the Head of Character Education and the external event management team, ensuring clear communication, timely updates, and smooth coordination of deliverables.
- Maintain organised records of meetings, documents, and timelines; manage filing systems; and support the preparation and distribution of conference materials.
- Assist with the drafting and dissemination of communication to speakers, delegates, sponsors, and internal stakeholders
- On-Site Conference support including co-ordination of real-time communication between the Head of Character Education, Round Square CEO, and conference organisers.
- Manage and have oversight of the Conference registration information
- Liaison with the Barker College Parents' Association regarding its active support of the Conference including the co-ordination of billet families.

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### **SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB**

- Experience in providing administrative support at a senior level.
- Experience supporting international events or conferences.
- Advanced administration skills.
- Excellent interpersonal, oral and written communication skills.
- Superior typing skills.
- Excellent organisational skills including electronic and paper-based file management.
- Excellent time management and prioritising skills.
- Proven ability to develop and manage relationships with a range of people.
- Ability to work under pressure, establish priorities and set and achieve work goals.

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## **ESSENTIAL PERSONAL ATTRIBUTES**

- Ability to work independently with minimal supervision, exercise sound judgment, anticipate needs, and take initiative to solve problems and complete tasks efficiently in a fast-paced, dynamic environment.
- Thrive in a collaborative environment, communicate effectively with diverse stakeholders, and contribute positively to a team culture
- Intelligent, lateral thinker.
- Innovative/creative personal style.
- Exceptional personal standards of honesty, integrity and professionalism.
- Strong motivation, influencing and team-building skills.
- Highly refined communication skills, both written and oral.
- Excellent presentation skills.
- Ability to support the Christian values and ethos of the School.

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## **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 Barker College's Code of Conduct and the Complaints 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.

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## **SPECIAL CONDITIONS**

- Prepared to undertake any additional training to complement the position
- Flexible working hours
- Be willing to undertake additional tasks and responsibilities as directed by the Head of Character Education, recognising that the dynamic nature of event planning may require duties beyond those outlined in this position description.
- Be available to work during the week of the Conference.

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**ORGANISATION CHART RELATIVE TO POSITION**

<b>The Managers' Managers:</b>	<b>Deputy Head – Student Experience</b>
<b>The Immediate Manager/s:</b>	<b>Head of Character Education</b>
<b>This position:</b>	<b>Administration Assistant – Round Square Conference</b>

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**APPROVAL**

This position description accurately details the primary duties and responsibilities of the **Administration Assistant – Round Square Conference**.

*Approved by Head of Character Education on 28 July 2025.*

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**ACCEPTANCE OF POSITION DESCRIPTION**

Position description accepted by:

**Name of Staff Member:**

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**Signature of Staff Member:**

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**Date:**

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