



POSITION DESCRIPTION

TITLE:	Curriculum Administrator
REPORTS TO:	Business Manager through the Administration Manager
COMMENCEMENT:	Immediate Start

POSITION OVERVIEW:

Liaises with:

1. Deputy Principal
2. Heads of Schools
3. Business Manager
4. Administration Manager
5. Teachers
6. Parents and Guardians

PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the Schools and your actions need to be in accordance with relevant laws.

The Role

The Curriculum Administrator role provide supports and assistance to the Administration Manager in all aspects of the curriculum office as well as working pro-actively as part of the general Administration support team. This Statement of Duties covers one or more staff members within the Curriculum team. Duties from this statement will be allocated by the Administration Manager to staff members covered by this position description as required. It is the expectation that all members of the Curriculum team will act as back up support for all other roles within the Curriculum team where required.

Conditions of Employment

The terms and conditions of employment are according to the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2015-2017*. This position is classified as a Level 3 Senior Clerical Officer.



Hours of Duty

The Curriculum Administrator role is a permanent full time position. Hours on campus will be 7.30am to 3.30pm Monday – Friday with a 30 minute break for lunch and a 10 minute break in the morning. This role works across the full year. 4 weeks annual leave is available which is expected to be taken during non-term time although this can be negotiated.

The Curriculum Administrator role is responsible, via the Administration Manager, for the following:

- Support the Deputy Principal by administration of the various testing processes that occur during the year such as NAPLAN, ICAS, etc and communicate clear instructions to teachers and parents via appropriate means
- Under the direction of the Deputy Principal undertake reporting to NESAs and other regulatory authorities as and when required
- Ensure the Edumate calendar is updated in accordance with the Deputy Principal and the Administration Manager.
- Undertake the Administration tasks associated with school activities that can include excursions, camps, co-curricular activities including publishing forms on Skoolbag, collating the forms when returned. The role should proactively ensure that the Administration tasks for published activities are commenced in a timely manner by coordinating with the activity owner.
- Assist with the preparation, production and dissemination of student reports
- Undertake simple data entry, extraction and formatting tasks using the various student record systems.
- Assist with timely and accurate communication with parents by undertaking mail outs, bulk emails and uploading alerts to Skoolbag and other bulk communication tools.
- Provide administrative assistance to support the Curriculum Office's role as a conduit of school related communication.
- Participate in providing a prompt and efficient contact service for enquiries from parents, students and other agencies.
- Participate in general Administration tasks required in the general running of the school
- Assist with the filing and archiving of paper based student records.
- Under direction from the Administration Manager, provide defined administrative support to the Principal, the Deputy Principal, the Business Manager, and Heads of Schools
- Assist the *Curriculum Administration – Attendance* role with attendance related queries and record keeping. This role will also provide back up for Attendance where necessary.
- Participate in the relief duties for the *Reception* positions
- Provide support to the *Curriculum Administration – In House Design Service* position where required.



The skills and requirements of this position are:

- High level interpersonal skills and the ability to work effectively in a team environment
- High degree of customer service skills when dealing with parents, teachers, co-ordinators and Heads of Schools including dealing sensitively with difficult situations.
- Ability to stick to a task to completion.
- Honesty, integrity and confidentiality
- Energy, drive and demonstrated diligence
- Excellent written and verbal communication skills
- Ability to maintain systems and procedures and establish task priorities to meet deadlines and commitments
- A demonstrated proactive approach to work
- A high level of initiative and the ability to work without direct supervision
- Excellent organisational and time management skills
- Excellent attention to detail
- Sound IT skills
- Intermediate Word and Excel

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

Application Process

Applications should include a covering letter addressing the responsibilities of this role, as well as a current resume including the name and contact details of three (3) professional referees.

Performance:

This role will be further developed to utilise the individual strengths and initiatives of the incumbent. There will be a review of the role on an annual basis.

February 2018