



CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

Position Description – Leadership Team Administrative Support Officer Temporary Part Time Contract

POSITION DETAILS	Position Title	Leadership Team Administrative Support Officer
	Area	Administration
	Position Reports to	Principal
	Key Role Relationships	Principal, Deputy Principal, Admin Staff, Teaching Staff, Students, Parents
	Salary and Conditions	Educational Services (Schools) General Staff Award 2010 Level 6. This is a part time position at 32.5 hours per week (plus half hour unpaid lunch break) [0.85 FTE]

ROLE CONTEXT	<p>Castlemaine Steiner School & Kindergarten is a well-established school on Djarra Country 5 km from the township of Castlemaine. The school operates from uniquely designed rammed earth buildings and is set on 18 acres of grounds and gardens that create an educationally stimulating and environmentally sustainable site.</p> <p>The Leadership Team Administrative Support Officer plays a key role in providing administrative support to the Principal and Deputy Principal</p>
ROLE PURPOSE	<p>The key purpose of the role is to provide administrative and project-based support to the Principal and Deputy Principal as they lead the school through a period of renewal, growth and change.</p>
KEY ACCOUNTABILITIES	<p>Key areas of accountability include:</p> <ul style="list-style-type: none"> • manage Principal and Deputy Principal calendars: schedule meetings and appointments • provide initial point of contact for incoming calls and emails for the Principal and Deputy Principal • coordinate and prepare documents for meetings and, where appropriate, record minutes/actions during meetings • assist in updating Yard Duty / Whole School timetables and distribute to staff • provide administrative support for the completion of compliance tasks • assist with monitoring student absences and draft communications to families regarding supporting attendance • provide administrative support in relation to the Casual Relief Teaching process • maintain the policy register and provide administrative support for the policy update and renewal process • assist with administrative management of Board meeting documents • assist in the planning and organising of various meetings and events such as parent information evenings/whole school functions, including catering • provide administrative support for NAPLAN and end-of-semester reporting

	<ul style="list-style-type: none"> • assist in coordination of newly enrolled student onboarding/transition including liaising with families re development of new student profiles (for Class 1 and above) • provide administrative support for the production of regular school community and internal communications such as the Weekly Update • provide administrative support in the development of alumni records, communications and outreach initiatives
SELECTION CRITERIA	<p>Key Selection Criteria</p> <ul style="list-style-type: none"> • Excellent verbal, written and interpersonal communication skills • Excellent organisational and task prioritisation skills • Competency with using IT applications including all Office Suite applications • Experience in working collaboratively within a team setting as well as the ability to work independently. • Excellent attention to detail and commitment to high quality outcomes. • Relevant office/reception experience • A clear understanding of confidentiality in dealing with individuals or whole school matters. • First Aid qualifications (Level 2), or a willingness to undertake training • An affinity with the values of Steiner education and the School, and a commitment to ethical work practices and sustainability • Sound knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards <p>A current Working with Children Check is a mandatory requirement of this position.</p>

How to Apply

Applications must include a Cover Letter, Curriculum Vitae - containing minimum two professional referees and a separate document addressing the Selection Criteria.

Applications should be marked 'Private and Confidential' and forwarded to: recruitment@cstk.vic.edu.au by the close date of **Friday 13th September at 4 pm.**