



Sheldon College Position Description



College Operations Administrator

Department:	College Operations P-12
Reports to:	Director of Operations
Responsible to:	Principal

Welcome to Sheldon College

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. We provide a first-class curriculum in the academic, sporting, and cultural arenas with access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

About the Role

The College Operations Administrator will provide high level administrative support to the Director of Operations. They will be crucial in providing and maintaining efficient and effective day-to-day organisational mechanisms for the College. They will contribute to the College's operational and strategic improvement plans and when required will also support the areas of Student Services and Academics.

The successful applicant will provide a full remit of executive administration support to the Director of Operations, while exercising discretion and always maintaining confidentiality. The College Operations Administrator, represents the ethos and values of the College

Key Responsibilities

Staff absence

- Allocate relief staff (P-12) to cover for absent staff daily, following agreed guidelines
- Manage the list of Temporary Relief Teachers (TRT) in conjunction with the Director of HR
- Administration of the TRT budget and tracking of staff cover allocation figures

Staffing and staff induction

- Manage the administration of the induction of all new academic staff
- Manage and update the staff handbook and relevant information required for iLINQ





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- Create and update the Staff Duty Roster, oversight of adherence to ratio requirements

College Timetable & TASS

- Provide administrative support for all Timetabling matters, including the construction of the College timetable, provision of student and staff timetables, maintenance of class lists, subject changes, roll over of classes each semester (inclusive of ASTA classes)
- Make changes to the Master Timetable & TASS to reflect class changes as directed by senior staff (inclusive of ASTA classes)

College Calendar and Daily Operations

- Ongoing management, maintenance, and monitoring of the master College calendar
- Dissemination of information to the Internal Communications Manager for publishing to Portal tiles for major events and College calendar events
- Administrative support for:
 - College Ski trip
 - Examinations & Parent – Teacher interviews
 - Bush Dance
 - Information evenings (where relevant)
 - Excursions
 - Bells and relevant emergency training drills

Co-curricular Activities

- Administration of the allocation of staff co-curricular allocations
- Collation of the co-curricular calendar/schedule for each term and update of information to College portals
- Dissemination of information to the Internal Communication Manager for publishing to Portal tiles for co-curricular activities
- Administration for the scheduling of activities within Academic Enrichment, Tutorials, Clubs and Technology Programs

General Responsibilities

- Manage the diary of the Director of Operations, make appointments, and monitor meetings to ensure efficiency;
- Anticipate tasks relating to work of the Director of Operations and present possible solutions, first drafts of publications and communications as required;





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- Filter and manage information to and from the office of the Director of Operations and redirect information and correspondence to College staff where appropriate;
- Draft routine correspondence for the Director of Operations;
- Liaise with senior, academic, and corporate staff, parents and students on behalf of the Director of Operations;
- Manage relevant tasks for the Director of Operations including meeting agendas, meeting minutes, event documentation and preparation of large, complex documents;
- Carry out background research and present findings to line manager in relation to their work tasks and presentations;
- Maintain the confidentiality of communication and information pertaining to the College, staff, parents, students and other stakeholders;
- Any other duties as required.

Skills and Personal Attributes

- Possess a high level of organisational and administrative skills;
- Demonstrate initiative and the capacity to work independently and meet deadlines;
- Be highly proficient in the use of Microsoft Word, Teams, Excel and PowerPoint, with attention to detail in presentation;
- Possess strong verbal and written communication skills;
- Be able to address confidential matters with discretion;
- Be able to exercise appropriate professional judgement;
- Show confidence in executing their role in a complex environment with calmness and effectiveness;
- Be a self-motivated person;
- Have exemplary and timely communication skills;
- Be well presented;
- Be proactive in managing the work of line manager;
- Have experience in the use of the Timetabler suite of software, in particular the Daily Organiser module (desirable);
- Have experience of Information Management Systems such as TASS (desirable);
- Eligible to hold a Working with Children Blue Card – Commission for Children and Young People.

