

## Job Description – Senior Administration Officer

<b>Role Title</b>	Associate Head of Campus
<b>Reports to</b>	Senior Administration Officer
<b>Location</b>	<b>Wollongong Flexible Learning Centre, Newcastle</b>
<b>Network</b>	NSW & TAS Flexible Schools Network
<b>Award</b>	Multi-Enterprise Agreement Model B
<b>Employment Status</b>	Full Time - Ongoing
<b>Commencement</b>	January 2024 – exact start date to be negotiated with the successful candidate.
<b>Closing date</b>	Friday, 1 December 2023

**Aboriginal and Torres Strait Islander people are encouraged to apply.**

### Background

Wollongong Flexible Learning Centre (WFLC) is an initiative of Edmund Rice Education Australia Flexible Schools Ltd. SLFLC is a special assistance registered school offering full-time and multiyear secondary education and social inclusion program for disenfranchised young people. Young people may express a broad range of complex educational and social needs and EREA FLC's respond with a variety of flexible and innovative social inclusion and learning experiences.

EREA FLC services provide young people with a varied and holistic set of learning experiences supporting them to identify and pursue an individual transition to adulthood, employment, further education and training, and social connectedness.

Students who attend include indigenous and non-indigenous young people that are disengaged from mainstream education for a variety of reasons.

Wollongong FLC works on a number of frameworks;

- Operation By Principles (Safe & Legal, Respect, Participation and Honesty)
- Common Ground. Our practices include: working agreements, Collaborative and Proactive Solutions (CPS) and Restorative Practice
- Unconditional positive regard

See [www.ereafsn.edu.au](http://www.ereafsn.edu.au) for further information.

### Qualifications and Experience

- A positive NSW Working with Children Check (WWCC).
- Full vaccination to Covid-19
- Hold a current clean Drivers Licence (transport of young people is required)

## Key Accountabilities

Staff are expected to work within the framework of common ground and demonstrate the ability to work under the four principles of operation; Respect, Honesty, Participation and Safe and Legal.

The Administration Officer will report directly to the Head Teacher and is expected to work collaboratively with all staff and young people in the school.

Typical duties and responsibilities include but are not restricted to:

### **Supporting Young People and Front of House Operation:**

- Commitment to working under the four principles of operation: Respect, Safe and Legal, Honesty and Participation. The principles establish a “common ground” among staff, young people and families, and are the means to resolve conflict, negotiate learning, recognise rights, responsibilities and consequences are modelled and explored, both within the group and individually.
- Respond to enquiries from staff, young people, parents, youth hub members, partner members, the general public and address issues in accordance with the FLC procedures.
- Provide a welcoming and supportive environment for young people and families.
- Provide a welcoming environment for visiting consultants.
- Support young people with tasks such as travel passes, making phone calls, etc.
- Manage the safe environment of the front of house/school seeking assistance from teaching/youth work staff as required.

### **Referral and Enrolment Processes and Young Person Data Entry:**

- Ensure referral and enquiry information is recorded and provide reports as required on referral data to assist in the strategic planning of the school development.
- Maintain young person records including database development and entry.
- Develop systems to provide accurate young person information for outings/camps, etc.
- Manage accountability and confidential records of information including, permission forms, authority to administer medication etc.
- Responsibility to organise student ID cards, yearly travel passes for young people.

### **Financial Responsibility:**

- Take responsibility for the financial management of the Flexible Learning Centre including purchasing of resources including but not limited to stationary, computer hardware and other resources as required
- Follow up and reconcile monthly credit card and cash expenditure
- Complete yearly stocktake of resources and maintain registers and asset audits.
- Fortnightly invoice preparation

### **Developing and Maintaining Administrative Processes:**

- Maintain communication and correspondence between the centre and other individuals/organisations
- Keep minutes of weekly staff meetings and distribute to staff
- Support staff in preparation of school activities e.g. outings, special events
- Support staff in preparation of teaching materials
- Carries out duties and tasks that may be reasonably assigned by the Head of Campus or Director from time to time
- Support the development of events and internal professional development opportunities

### **Staff Records and Compliance:**

- Manage and maintain staff records including Working with Children Checks, staff licences, leave applications and fortnightly timesheets
- Coordinate with the payroll team in submission of the fortnightly payroll documentation

**Reporting and Compliance:**

- Maintains appropriate records and prepares reports as required by the Head of Campus
- Manage and complete statistical, census and other returns as required by EREA, Government, CEO and other bodies.
- Prepare the above reports and present to the Head of Campus, Network Principal and/or delegate to sign off. Take responsibility for ensuring the accuracy of information.
- Manage the timelines for all reporting and compliance requirements.

**Workplace, Health and Safety:**

- Work with the Head of Campus to support the development and coordination of systems to ensure that the Flexible Learning Centre is compliant with all WHS requirements including-
- Site induction for all staff members
- Ensure fire and lock down evacuation procedures are established, communicated and practiced within the schools
- Work with the Network Principal Head of Campus to ensure WHS audits are completed according to system requirements

**Other:**

- Work at a strategic level to ensure all administrative processes are completed in a timely, accurate and efficient manner.
- Carry out duties and tasks that may be reasonably assigned by the Network Principal, Head of Campus and other school staff as requested

**Desired Skills, Knowledge and Experience**

- Previous experience and/or certificate level qualifications in Administration
- Good working knowledge of MS Office products: Outlook, Excel, Word
- Desire to learn and a "can do" attitude
- Ability to work effectively as a member of a multi-disciplinary team
- Ability to follow direction as well as work independently and take initiative
- Ability to maintain confidentiality and discretion
- Demonstrated capacity to work effectively in a challenging and unpredictable environment
- and,
- Establish and maintain professional relationships with all stakeholders.
- Maybe as a desirable skill – working with students from diverse backgrounds, managing students in crisis

## Applications

Please forward applications to [eastern.network@ereafsn.edu.au](mailto:eastern.network@ereafsn.edu.au) by **5:00pm on Friday, 1 December 2023**. **Applications must include each of the following:**

- A cover letter, which includes:
  - Relevant qualifications;
  - Your suitability in relation to the Duties and Responsibilities as per Position Description;
  - Summarises relevant experience;
  - Reasons for wishing to apply.
- A current resume outlining previous experience and skills;
- Two referees (including contact details). Please include a referee from current or most recent place of employment.

For further information contact Nicole Mitchell, Senior Network Administrator, at 0427 455 964, or, by email at [eastern.network@ereafsn.edu.au](mailto:eastern.network@ereafsn.edu.au)

Our organisation supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing. All applicants for these positions will be subject to EREA screening procedures. Aboriginal and Torres Strait Islander peoples are encouraged to apply