



Moreton Bay Boys' College

Life adventurers. Life achievers.

Senior Administration Officer - Secondary

General Information

Established in 2003 MBBC is a P – 12 boys' school set in the leafy bayside suburb of Manly West. It currently has 500 plus enrolments. At MBBC the Primary School encompasses Years Prep to 6 with Years 7 – 9 constituting Middle School and Years 10 – 12 comprising the Senior School. As an International Baccalaureate World school, Moreton Bay Boys' College offers the great benefits of an internationally recognised approach to education. Our globally-focused syllabus helps boys connect with the world around them – managing, constructing and deconstructing knowledge and applying it to different contexts and experiences. Teachers use the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate to plan inquiry-based, differentiated units covering all aspects of the Australian Curriculum. Senior boys follow the QSA pathways with the majority of boys obtaining an OP.

College Vision

The College strives to be a leading internationally minded school that offers its boys an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy's critical thinking and individual abilities, equipping them with the skills necessary to be successful, productive and responsible global citizens. In brief, Moreton Bay Boys' College strives to develop our boys into young men of faithful service, leadership and integrity, while at MBBC – and into the future.

Relationship with Moreton Bay College

An historic turning point in the College's evolution occurred on July 1, 2011 when Moreton Bay Boys' College (MBBC) and Moreton Bay College (MBC) came together on the premise that they are stronger together. Governed by a joint Board and led by a single Principal with each school retaining its single sex focus and its own personality and attributes, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education.

We work together to harness our expertise, resources, knowledge, facilities and business functions to best effect. MBBC places a strong emphasis on moral education, with its MIRROR attributes for boys at its core. Accordingly, all employees are expected to model the same attributes of respect, care and courtesy for others in their dealings with each other and the College.

1. APPOINTMENT

- 1.1. The **Senior Administration Officer – Secondary** is appointed by the Executive Principal, reports to the Head of Secondary and is responsible to the Head of College.
- 1.2. The position is classified as a School Officer and will attract a salary in accordance with the Moreton Bay Boys' College Enterprise Agreement.
- 1.3. The role of **Senior Administration Officer – Secondary** is responsible for the provision of high level administrative and secretarial support to the Head of Secondary and their team. This position requires personal and professional discretion, a sense of utmost confidentiality, loyalty and tact. Flexibility in regards to the spread of hours is required, as this role is responsible for the effective coordination of academic staff absences and supply staff.
- 1.4. The **Senior Administration Officer – Secondary** is expected to support the College community (Head of College, staff, students and parents) in the continued promotion of the philosophy and Strategic Plan of the College. All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

2. KEY DUTIES

- 2.1. Provide secretarial assistance to the Head of Secondary which includes high quality, accurate word processing of various confidential student reports, assessment, programs, records of meetings, parent information sheets and general correspondence.
- 2.2. Develop and maintain filing systems to provide easy access to relevant files.
- 2.3. Assist the Head of Secondary in the conduct of general administrative duties such as:
 - Processing applications for Professional Development (PD).
 - Hosting visitors.
 - Organising special events (trips/tours, guest speakers, PD etc).
 - Assisting the PA to the Head of College whenever necessary.
 - Scheduling meetings.
 - Collation of papers etc.
- 2.4. Manage issues concerning the Head of Secondary's correspondence.
- 2.3. The ability to confidently engage with, maintain and oversee the integrity of data in a range of database software applications. The applications include Timetabler, The Alpha School System (TASS), Student Data Capture System & SLIMS (Queensland Studies Authority interface), Bonsai, OP Analyser. Skills required involve the setup of data rather than data manipulation and does not require resultant decision making by the Senior Administration Officer.
- 2.4. Effectively maintain a register of available supply teachers and coordinate supply teachers to cover academic staff absences that have been notified in advance or may occur on the day of the absence.
- 2.5. Deal effectively with parent requests.
- 2.6. Work with the Head of Secondary to facilitate the appraisal process with relevant staff.

- 2.7. Manage the assessment calendar publication.
- 2.8. Effectively maintain the College timetables, room allocation, and subject selection.
- 2.9. Accurately set up and process academic reports issuing timeline to all staff and liaising with the Editor.
- 2.10. Act as the co-ordinator for teaching staff reporting queries.
- 2.11. Co-ordinate administration of Teacher/Parent interview timetable, and schedule appointments for all teachers.
- 2.12. Co-ordinate and process Queensland Curriculum and Assessment Authority (QCAA) uploads for Senior School.
- 2.13. Maintain a register of staff professional development including logging appropriate details with the Queensland College of Teachers.
- 2.14. Collate class lists for the new school year for Middle and Senior School.
- 2.15. Other duties which the Head of Secondary may delegate from time to time.

3. SKILLS AND EXPERIENCE

The successful applicant will have:

- Very strong interpersonal skills and is tactful and diplomatic;
- The ability to work as part of the administration team;
- The ability to work autonomously, prioritise work and deliver to deadlines;
- High level communication skills – written, aural and verbal;
- A high regard for confidentiality, reliability and integrity;
- Advanced organisational, management and record keeping skills;
- Advanced skills in the use of the Microsoft Suite of software;
- The ability to confidently engage a range of database software applications. These applications include Timetabler, The Alpha School System (TASS), Student Data Capture System (SDCS) and SLIMS (Queensland Studies Authority interface). Experience in these applications would be highly desirable, but not essential.

Requirements

As a condition of employment employees are expected to obtain and hold for the duration of employment, a current Positive Notice Blue Card.

Note that staff are required to familiarise themselves with the College Child Protection Policy. Moreton Bay Boys' College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 2011*.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

APPLICATION

Suitable applicants should apply by submitting an application that clearly provides detail about each of the following:

- A statement of reasons why you are applying for this position;
- A current CV that clearly details experience, particularly in relation to the above skills and abilities;
- Any additional information you may wish to submit; and
- The names and contact details of two professional referees.

Please note:

All applicants must declare

- any convictions of any criminal offences
- that all information supplied is accurate and complete

Applications to be sent to:

Ms Tracey Lee

Human Resources Advisor

Email: employment@mbbc.qld.edu.au

Applications close 4pm Wednesday 21 March 2018

Please note: only those applicants shortlisted will be contacted after the closing date.

Employment Collection Notice for Moreton Bay Boys' College

In applying for this position you will be providing Moreton Bay Boys' College with personal information. We can be contacted at PO Box 80, Wynnum Qld 4178; mail@mbbc.qld.edu.au; phone (07) 3906 9444.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

The College's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. *We may also collect personal information about you in accordance with these laws.*

The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.*

*If applicable.