



Senior Administration Assistant – VCE Office

Position Description

Role Summary

This position provides and co-ordinates a range of administrative activities to meet the needs of the VCE Office and the VCE Coordinator. The role requires the highest level of administrative support, organisation, attention to detail and confidentiality. The ability to work with a team to support the wide range of staff and boys who access the VCE Office is fundamental to success in the position.

Responsibilities

Responsibilities include, but are not limited to:

- Provision of high-quality administrative support for the VCE Coordinator
- Maintenance of the VASS program which registers all VCE candidates for VCE subjects. This includes the upload of student records, registration of subjects, and the input of school assessment grades
- Provision of information to boys regarding their external examinations including performances and orals
- Administrative assistance for the VET Coordinator and the registration of VET subjects and their associated units of competence
- Coordination and organisation of SAC special provisions, and running of the SACs for eligible boys
- Assisting the VCE Coordinator to run the GAT, VCE Practice Examinations and VCE November Examinations, including oversight of the provision of special arrangements, completion of exam documentation, registration of external examination supervisors, preparation of supervision rosters, payment of supervisors, separate room bookings, special exam arrangements and assisting with various examination requirements
- Provision of transcripts of results and copies of reports for past students
- End of year release of results –permission to release results paperwork, download of VCE results, administration/posting VCE certificates/VCAA statements of results
- Assistance with the collation and distribution of VCAA results throughout the year

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks



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- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

OH&S Responsibilities

All staff are also required to:

- take reasonable care for their own safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- Outstanding customer service skills
- Proficiency in ICT, particularly MS Outlook
- Meticulous attention to detail
- Exceptional data entry skills
- Ability to manage multiple tasks in a busy working environment
- Excellent time management skills
- Ability to build good relationships with a range of stakeholder groups
- Experience in a similar role (desired)

Reporting To

VCE Coordinator