



ROLE DESCRIPTION

STAFF SERVICES CO-CURRICULAR ADMINISTRATOR

1. ROLE PURPOSE

The Staff Services Co-curricular Administrator is a member of the Knox Grammar School Staff Services Department which is inspired at all times by the highest ideals of collaboration, co-operation, integrity and team-work. The Staff Services Co-curricular Administrator is responsible for the operational delivery of Staff Services and support to staff. The Staff Services Co-curricular Administrator supports the work of the Director of Staff Services (DSS) providing advice and support as required to further the school's strategic vision and mission.

The incumbent will be expected to use his/her initiative to administer the Staff Service function under the direction of the Director of Staff Services and work closely on their behalf with staff and other key stakeholders. The incumbent will have well developed skills enabling him/her to prioritise and act on a variety of issues that are planned and those that develop organically.

2. ROLE RELATIONSHIPS

The Staff Services Co-curricular Administrator is directly responsible to the Director of Staff Services and supports the work of the wider school community.

3. ROLE RESPONSIBILITIES

The Staff Services Co-curricular Administrator works with, sport, co-curricular and coaching staff to identify, develop and implement solutions across a range of staff service functions including; recruitment, staff benefits, and administrative efficiency, to develop a positive organisational culture where all staff can flourish and to ensure the School is regarded as an employer of choice.

3.1 Staff Services Administrative and Compliance Management

- Ensure key Staff Services processes, practices and statutory requirements are effectively managed and maintained such as;
 - Best practice recruitment, selection and induction processes for co-curricular and sports coaches in consultation with the Head of the Knox Sports Academy.
 - Compliance with; privacy, EEO, employment, gender, discrimination, WHS and child protection legislation.
- Support policies, processes and practices in line with the school's multi-enterprise agreements.
- Demonstrate and reinforce a culture of care and concern for the individual, the organisation and the wider community.
- Create and maintaining a safe working environment.
- Maintenance of appropriate employee data in accordance with statutory requirements, reporting regularly on Staff Services results and outcomes.
- Support ad hoc requests associated with the effective delivery of Staff Services functions.
- Maintain the School's co-curricular program in regards to allocation of staff for co-curricular activities.
- Ensure co-curricular payments are processed at the end of each school term.

3.2 Support and Advice

- Provide, timely and professional advice to key stakeholders, sport, co-curricular and coaching staff across a range of areas including; staff relations, recruitment and retention.
- Provide general advice and support to staff on all matters relating to the workplace and individual roles.

3.3 Staff Recognition and Benefits

- Support the effective provision of a range of staff benefits such as:
 - Health & Wellbeing program.
 - Employee assistance program (EAP).

3.4 Recruitment

- Direct support of the recruitment function for co-curricular, sporting and coaching staff to ensure best practice recruitment occurs.
 - Coordinate induction and exit procedures for co-curricular, sporting and coaching staff.
 - Compliance with employment-related legislation including working with children checks
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- Maintaining appropriate employee data in accordance with statutory requirements.
 - Generation of compliant employment documentation, maintain accurate records for staff tracking.
 - Prepare employment offers and contracts using standard templates and new starter kits.
 - Organise identification badges and keys.

4. SKILLS, ABILITIES, ATTRIBUTES AND QUALIFICATIONS

- Relevant university qualifications or related field as well as 5 years relevant experience in a similar role.
- Contemporary knowledge of educational industry standards and best practice Staff Services trends.
- Exceptional interpersonal skills, intellectually and emotionally intelligent.
- Well-developed forward planning, analytical and strategic thinking skills.
- Consultative, articulate and engaging.
- Ability to effectively engage with staff and build relationships across the broader community.
- Demonstrable record of achievement in a similar role.
- Outward looking focus and an open-mindedness to innovation and change.
- Honesty and integrity in dealing with staff and other stakeholders.
- A strong work ethic and commitment to delivering high quality outcomes.

5. LENGTH OF TENURE AND APPRAISAL

The Staff Services Co-curricular administrator is appointed on a full-time, permanent term-time plus 5 weeks and will be expected to undergo processes of Performance Appraisal at regular intervals.

6. REMUNERATION

The remuneration for the position of Staff Services Co-curricular administrator is as follows:

- Salary commensurate with experience and qualifications, and in accordance with Staff Guidelines.
 - Superannuation Guarantee at the current legislative rate will be paid by the School in addition to the nominated salary.
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7. WORK HEALTH & SAFETY

The Staff Services Co-curricular administrator will actively support and contribute to the maintenance and development of a safe working environment by:

- Active involvement in the work of the WHS committee.
- Managing broader WHS compliance in accordance with legislative requirements.
- Working within the WHS management systems that have been adopted by the School.

8. TERMS AND CONDITIONS

The Staff Services Co-curricular administrator is employed under the general terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement. The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The role may require flexibility in work hours when workload demands.

Please note:

All staff are subject to mandatory screening procedures in line with Child Protection Legislation