



POSITION DESCRIPTION

Executive Administrator to Director of Wellbeing 7-12 & the Head of Secondary School

COLLEGE OVERVIEW

The aim of Arndell Anglican College is to be the school of choice in the Hawkesbury. The College is an Anglican Schools Corporation school catering for students Prep to Year 12.

Our mission is to offer innovative, high-quality education and to communicate the Gospel of Jesus Christ to students, staff, parents, and the wider community. The inclusive learning environment promotes optimism, respect, and ownership within and for our culture.

The core values of the College revolve around a vision that we need to provide a place where every child matters and that we challenge our future leaders of tomorrow. We accomplish this through high quality teaching, encouragement of spiritual awareness placing Jesus as central to all we do, positive expectations in respect to academic excellence and behaviour, a safe and caring environment and a strong welfare system that communicates with parents and students.

POSITION INTENT

The Executive Administrator to the Director of Wellbeing 7-12 (DoWB) and the Head of Secondary School (HoSS) plays a crucial role in assisting with day-to-day administrative functions. This multifaceted role is central to the smooth functioning of the Secondary School, offering support in diary and travel management, wellbeing and counselling coordination, event logistics, and communication with students, staff, and families.

This role is instrumental in ensuring the efficient operation of the Secondary School and the timely coordination of key programs, events, and student wellbeing initiatives. The incumbent serves as a vital link between staff, students, and families, supporting the delivery of a high-quality educational and pastoral experience.

The Executive Administrator to the DoWB and HoSS will be required as asked to participate in the wider life of the College, which may include co-curricular, house, sporting events, and excursions.

KEY RELATIONSHIPS

The Executive Administrator to the DoWB and HoSS reports to the DoWB and HoSS, and is a member of the College Administration Team.

The Executive Administrator to the DoWB and HoSS has no direct reports.

To support the strategic and operational objectives of the College and the parameters within this position description it is expected that the Executive Administrator to the DoWB and HoSS will develop and nurture positive and collaborative relationships with all staff, students, parents, and the local community.

To deliver on their responsibilities the Executive Administrator to the DoWB and HoSS will also work in close partnership with the:

- Administration Team;
- Heads of House and Counselling Team;
- Secondary School Staff; and
- External Vendors.

STRATEGIC PLAN RESPONSIBILITIES

- As required, assist in the development, implementation, measurement, and feedback on strategic plan objectives as they relate to the assigned area/s of responsibility.
- Ensure the College vision is shared, understood, and incorporated into day-to-day activities and initiatives.
- Provide input and feedback to your direct line manager on future College Strategic Plans.

POSITION RESPONSIBILITIES

Diary and Schedule Administration:

- Coordinate and manage the daily schedules of the DoWB and HoSS, ensuring alignment with their priorities.
- Assist with scheduling meetings, appointments, travel management, and other engagements as required by the DoWB and HoSS.

Correspondence Management:

- Prepare and proofread written correspondence on behalf of the DoWB and HoSS, ensuring accuracy, professionalism, and alignment with College standards.
- Handle routine emails and mail communication efficiently and promptly.

Visitor and Call Management:

- Greet visitors and ensure they are received in a professional and courteous manner.
- Handle incoming and outgoing calls for the DoWB and HoSS, assisting in managing their time and priorities effectively.

Event & Program Administration:

- Provide administrative support for assigned events throughout the academic year, refer Event Schedule for assigned events, including assisting event organisers with logistics, catering arrangements and guest lists.
- Support the planning and implementation of camps, orientation and locker distribution, and the SS Student Leadership Team selection process, and attend to support Secondary School events and programs as required.
- Coordinate catering arrangements for key events, including those for the DoWB and HoSS.
- Support the execution of College photo days for the Secondary School.
- Provide administrative support for service learning initiatives and support the planning of the service learning calendar within the Secondary School.
- Coordinate the ordering and distribution of Year 12 Jerseys.

Behaviour & Wellbeing Support:

- Triage students presenting to the office for wellbeing or counselling-related support, escalating as appropriate.
- Maintain the Student Driver Contracts Register and ensure it is current and compliant.
- Support the Counselling and Wellbeing teams with general administration, bookings, communication, and record keeping.
- Provide inputs to the Secondary School daily notices, sports scene, and weekly communication bulletin.

Student Data Management:

- Maintain and update accurate student records as required by DoWB and HoSS.
- Support the documentation and communication of student achievements and key milestones.

Administrative and Other Support:

- Provide administrative support for expense entry and other administrative tasks as required by the DoWB and HoSS.
- Assist with the preparation of presentations, reports, and other documents as needed.
- As required, provide support as needed Secondary School events.
- As required, provide cover for the reception desk and hunt group, ensuring smooth office operations.
- Any other tasks as requested by the DoWB, HoSS, Deputy Head and/or Director of Business Services.

WORK HEALTH AND SAFETY RESPONSIBILITIES

- Act in accordance with the College's Work Health and Safety ("WHS") Program.
- More specifically:
 - Take reasonable care for own health and safety, ensuring personal actions do not place self or others at risk of harm.
 - Understand the nature of College operations and associated hazards / risks and risk mitigation strategies.
 - Report WHS issues via the incident / hazard notification processes, drawing attention to urgent matters to reduce risk of harm to others.
 - Address WHS issues in consultation with those involved or affected and the Facilities & WHS Manager.
 - Undertake risk assessments for any variations to routine for activities you lead / are responsible for.
 - Participate in incident investigations and WHS inspections, as required.

CHILD SAFE RESPONSIBILITIES

- Act in accordance with the College's Child Safe Program.
- More specifically:
 - Demonstrate a strong commitment to the safety and welfare of children and young people in line with the College's Child Safe Policy.
 - Report child safety incidents or concerns to one of the College's nominated Child Safety Officers.
 - Ensure personal professional boundaries are maintained and provide guidance to others to do the same.
 - Adhere to the expectations of the Child Safe Code of Conduct and provide guidance to others to do the same.

COLLEGE FRAMEWORKS & MODELS – THE EXPECTATIONS

Christian Framework

- Advocate and act in accordance with the College's Christian Framework.
- More specifically:
 - The tenets of the College's Christian Belief Statement are embedded in all works, words, and actions so that the Christian narrative is central.
 - Actions are other-person centred, seeking the good for both the individual and the entire College Community.

Pastoral Care Framework

- Act in accordance with the College's Pastoral Care Framework.
- More specifically:
 - Contribute to an *Environment* that allows others to feel safe, supported, engaged and where purpose is known in order to encourage growth and ability to flourish in their position and/or studies.
 - Support others to look after their own *Wellbeing* through growing themselves to live life with purpose, developing healthy habits, maintaining a balance on ones perspective and priorities, and building resilience to press on despite adversity.
 - Look after your *Wellbeing* through growing yourself to live life with purpose, developing healthy habits, maintaining a balanced perspective and priorities, and building resilience to press on despite adversity.
 - Support others in the development of their *Character*, encouraging them to explore who they are, seeking pathways to contribute to community, and understanding their impact on the growth of others.
 - Develop your *Character* through exploration of who you are and pathways to contribute to community.

Teaching and Learning Framework

- Have awareness of the College's Teaching and Learning Framework.
- More specifically:
 - Understand the instructional model and common language conventions used in delivering curriculum and learning experiences.
 - Model the *Individual, Interpersonal, and Intellectual* characteristics in own work.

Leadership Model

- Act in accordance with the College's Leadership Model.
- *More specifically:*
 - Demonstrate *Servant Heartedness* through humility in approach, being sacrificial in putting others interests first, empathetic in seeking to understand those you work with, and support others in their growth.
 - Demonstrate *Credible Service* through being transparent in approach, competent in the position, trustworthy to those around you, and having integrity at all times.
 - Demonstrate *Relational Leadership* through being an effective communicator, emotionally intelligent in engaging with others, equitable in approach, and an effective listener in order to better understand the perspectives of others.
 - Demonstrate *Purposeful Service* through being goal-focused, positively approaching change, and aligned to moving forward together.
 - Demonstrate *Reflective Leadership* through being evidence-focused in approach, utilising feedback in own growth process, being self-aware, and continuously improving on all aspects of position and self.

ATTRIBUTES

The incumbent will...

- Be an active member of a reformed, evangelical Christian church.
- Actively support the Christian ethos and teaching of the College, integrating faith into all aspects of professional practice.
- Contribute positively as a collaborative and effective team member, fostering a spirit of unity and shared purpose with staff and parents through personal commitment, enthusiasm, and energy.
- Demonstrate exceptional interpersonal and communication skills, with the ability to engage respectfully and relationally with staff, students, parents, and external stakeholders.
- Exhibit strong organisational and time-management skills, with the capacity to manage multiple tasks, priorities effectively and work well under pressure.
- Possess excellent verbal and written communication skills.
- Show meticulous attention to detail, particularly in proofreading and managing sensitive or confidential correspondence.
- Display strong skills in event coordination, logistics, and administrative planning, and be available as required to support School events outside of School operating hours.
- Represent and uphold the College's values and reputation within the wider community.
- Work confidently and respectfully within an openly Christian environment.
- Collaborate as part of the Anglican Schools Corporation (ASC) network of colleges and schools.

QUALIFICATIONS & EXPERIENCE

The incumbent will hold the following qualifications and experience:

- Certificate III or IV in Business Administration or similar.
- Minimum five years' experience in a similar role, preferably within an educational environment.
- Experience in working collaboratively with counselling / welfare teams and supporting students with sensitive, emotional, or mental health needs.
- Experience in coordinating events, from small staff gatherings to large events.

OTHER INFORMATION

All staff are supplied with laptops and are expected to be competent in computer skills, the Executive Administrator to the DoWB and HoSS must demonstrate intermediate to advanced levels of competence with the MS Office suite.

The Executive Administrator to the DoWB and HoSS will have other duties such as meetings, taking part in College Community activities, and the College's program for spiritual and pastoral care. Some of these duties may need to be performed at times outside normal hours.

Employment conditions and remuneration are set per the Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025. This position has been classified as a Clerical and Administrative Services Employee Level 4.

The Position Description is to be read in conjunction with the Arndell Anglican College Strategic Plan and will be reviewed every 12-24 months. Next review due July 2026.

AGREEMENT

By signing below, I confirm my acceptance and commitment to execute to the best of my ability the position responsibilities as outlined in this document, understanding that it may be varied from time to time and that any variation will be in consultation with myself and changes subject to applicable legislation as it may apply.

Signed

Date

Print Name