



Position Description

Co-Curricular Administrator

Roseville College is an established, respected independent day school for girls in Preparatory to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

The Co-Curricular Administrator supports excellence in education for our students by providing efficient, high quality and collaborative support to co-curricular staff across the College from Prep to Year 12. With a disposition to serve, the Co-curricular Administrator ensures that all co-curricular offerings are easily accessed, appropriately resources and reflective of the College's foundations of Christian faith, community, participation and leadership. The Co-curricular Administrator plays a vital role in developing a culture where all girls are welcomed and challenged in a community of purpose for learning, for character and for who she can become.

This is a permanent full-time position.

Key relationships

- Director of Co-Curricular
- Head of Co-Curricular and Outdoor Education
- Director of Sport
- Head of Sport
- Head of Music Performance
- Junior School Coordinator of Creative and Performing Arts
- Performing Arts Administrator
- Co-Curricular Coordinators, coaches and contractors
- Student Data Officer
- Parents
- Students

Reports to

Director of Co-Curricular

Direct reports

Nil

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

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Co-Curricular Administrator

Key responsibilities

- Provide excellent and responsive administrative assistance to co-curricular staff and programs including:
 - Data entry
 - Formatting of documents in line with College brand guidelines
 - Preparation of correspondence and reports
 - Planning and preparation of meetings and functions
 - Assistance with booking arrangements and engagement with external stakeholders
 - Supporting the organisation of excursions, incursions and camps
 - Other tasks as required.
- Establish and maintain systems and procedures to receive, prioritise, track and report on workflow.
- Work collaboratively with other administrative staff including co-curricular administrators and coordinators, Executive Assistants, Student Data Officer, Nurses and Reception staff to share knowledge, improve processes and ensure consistency of approach.
- Continually improve processes to seek efficiencies and greater productivity.
- Coordinate closely with the Director of Co-Curricular regarding approvals and logistics for internal and external events, budget expenditure and staffing
- Oversee and support the use of Clipboard as our co-curricular management system for all programs, including updating information and managing the enrolment process
- Ensure enrolments and charges for all co-curricular programs have been completed in a timely manner
- Work closely with the Communications & Marketing and ICT teams to maintain and refine the Roseville College parent app and its integration with Clipboard to enhance user experience
- Manage and support the consistent recognition of student participation and awards across all co-curricular programs including the presentation of these at school events and documentation on school reports
- Communicate with parents regarding general enquiries about co-curricular programs, enrolments or completion of required documentation
- Ensuring accurate and well-organised records and documentation, including regular archiving, contribution to and participation in a College-wide document management review.
- Drafting of communications to parents, staff and students as required.
- Provide support for reception staff at the pool and across the College, including covering when required
- Maintain confidentiality of all College matters.
- Deliver outstanding and timely service to all sections of the College.
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

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Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Qualifications, skills and experience

- Demonstrated commitment to Christian values.
- Proven experience in an administrative support role, preferably within education.
- Ability to manage the workflow and proactively resolve issues in an efficient manner.
- Highly organised with excellent attention to detail with the ability to identify priorities.
- Excellent communication skills (with staff, parents and students) with strong attention to detail and literacy.
- Ability to work in a team as well as being self-motivated and able to work autonomously.
- Advanced level of Microsoft 365 including Outlook, Word and PowerPoint and Microsoft Teams.
- Experience with Clipboard Extracurricular Management System, highly desirable
- Flexibility with a high degree of motivation for the role.
- Ability to develop and refine procedures
- Warm and welcoming manner.
- Track record of excellent and professional service.

Essential characteristics

- Exceptional verbal and written communication and interpersonal skills.
- Integrity, honesty and professionalism.
- Customer focused and results driven.
- Collegial and collaborative.
- Self-motivated, takes initiative and work with limited supervision.
- Adaptable, able to work well under pressure and manage competing deadlines.

This position description is subject to change based on College requirements.

Roseville College is a member of the Anglican Schools Corporation (ASC).

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