

POSITION DESCRIPTION

Position:	Administration Assistant		
Position type:	Part-time (0.4FTE, either Mondays, Tuesdays or Thursdays)	Location:	Melton
Ongoing/ Fixed Term	Fixed term – 1 year		
Reports to:	Administration Manager	Supervises:	No direct reports
Classification:	School Administration Services Grade		
Award:	Educational Services (Schools) General Staff Award 2020		
Salary:	Dependent on experience. Plus superannuation of 12% per annum Staff also have the ability to access “tax free” benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.		
Approved by:	Principal	Date:	July 2026

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. The College’s vision is to provide a community college that encourages and inspires young people to reach their personal, social and educational potential. The College delivers an applied learning program to meet the literacy, numeracy, work related and personal development needs of young people (aged 15-19) in Melton area who are unable to participate in mainstream schooling.

DJERRIWARRH COMMUNITY COLLEGE VALUES

- Caring:** We provide a safe and supportive learning environment for all students.
- Respectful:** We treat all members of our community fairly and equally.
- Inclusive:** We put the needs of our students first and welcome diversity in our school community.
- Adaptable:** We respond to students needs in creative and flexible ways.
- Accountable:** We take responsibility for our decisions and follow through on our commitments.

CHILD SAFETY

Djerriwarrh Community College is committed to the safety and wellbeing of all children and young people. The College has zero tolerance for child abuse.

The College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

POSITION OBJECTIVES

The primary objectives of the role are to:

- Deliver high-quality reception services, ensuring a welcoming and professional first point of contact for the school community; and
- Provide exceptional administrative support to the College, contributing to the efficient operation of College's systems and processes.

DUTIES AND RESPONSIBILITIES

Hours: 8:00am - 4:06pm (2 days per week)

Reception

- Create a caring and inclusive first point of contact for students and the community.
- Ensure the reception area is organised, clean and professional. Answer phone calls, emails, and in-person inquiries promptly and professionally.
- Direct calls and messages to the appropriate staff members.
- Provide information about school policies, procedures, and events to the community.
- Support visitors, including contractors sign in and out of school using the Compass kiosk.
- Check the status of visitors Working with Children Checks and Victorian Institute of Teaching registrations.
- Monitor and direct incoming and outgoing mail.
- Perform general reception duties.

Administration

- Maintain administrative requirements.
- Ensure accurate student program records and comprehensive filing systems are maintained for auditing purposes.
- Assist in maintaining the student management system, student database and other administrative records.
- Accurately input data into the student management system and student databases within required timeframes.
- Assist in maintaining communication with students, parents, carers and/or guardians via the College's student management system.
- Assist in preparation for new enrolments and school events, including open days and parent/carer/guardian interviews.
- Assist in the regular monitoring and review of data records and systems.
- Assist in the monitoring of fees as required.
- Assist with preparation for audits as required.
- Assist with the organisation and support of students, teachers, new staff, volunteers and visitors to the site, as required.
- Recording staff meeting minutes and distribution.
- Timely stocktake of the College's office supplies.
- Support with ordering and deliveries.

Student wellbeing and safety

- Actively promote a safe environment for all students and encourage students to participate in identifying strategies that will contribute to their safety and wellbeing.
- Adhere to the College's Duty of Care Policy, Child Safety Policy, the Child Safe Code of Conduct and the Mandatory Reporting Policy.

Relationships and communication

- Participate in meetings, both internal and external as required.
- Actively work with colleagues to build positive relationships and teamwork.
- Always maintain a high level of interpersonal communication skills actively demonstrating courtesy, tolerance and professionalism in all interactions.
- Liaise with referring schools, agencies regarding referred students and general enquiries.
- Follow up on student attendance.
- Liaise with the public regarding general enquiries.
- Liaise with students, parents and guardians.
- Liaise with school staff, as appropriate, regarding reporting requirements.

Professional standards and development

- Undertake ongoing, self-directed, professional development.
- Attend and participate in College staff training days as required.
- Undertake work health and safety training as required.
- Maintain a professional standard of conduct, reliability and communication at all times in accordance with the College's Staff Code of Conduct and other relevant policies and procedures.
- Comply with privacy requirements in accordance with the College's Privacy Policy.
- Participate in regular external supervision sessions.

General duties

- Actively support the College purpose, vision and values in the performance of all duties and responsibilities.
- Comply with all legal requirements in regards to:
 - Child Safety and protection, including mandatory reporting obligations
 - Work health and safety
 - Equal opportunity
- Perform other duties as requested by the Principal & Administration Manager.

KEY SELECTION CRITERIA

- KSC 1: Demonstrated experience working in an adaptable and cooperative team environment in pursuit of the College's strategic goals.
- KSC 2: High level communication skills including working with a range of stakeholders and culturally and linguistically diverse groups.
- KSC 3: Proven ability to manage time and prioritise workload.
- KSC 4: High level organisational and administrative skills including attention to detail.
- KSC 5: High level digital literacy skills with demonstrated experience with Microsoft Office software.
- KSC 6: Highly developed knowledge of a student management system, Compass preferred, and student records.
- KSC 7: High level receptionist skills.

QUALIFICATIONS/SPECIAL REQUIREMENTS:

- A relevant qualification in business/administration or relevant work experience.
- Working with Children Check required.
- First Aid training or willingness to undertake.
- Anaphylaxis training or willingness to undertake.
- Child Safe training or willingness to undertake.
- Knowledge of work health and safety is advantageous.
- Current Victorian Drivers Licence advantageous.

LEGAL REQUIREMENTS

Child safety and protection

Djerriwarrh is a child safe organisation and complies with:

- *Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015*
- Ministerial Order No. 870: Child Safe Standards - Managing the risk of child abuse in schools
- *Working With Children Act 2005*

Health and safety

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to the Principal.
- Comply with work health and safety policies and procedures and follow directions given by the Principal in relation to safe work practices.

Privacy

Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.

The College complies with the:

- *Privacy Act 1988*
- *Freedom of Information Act 1982*

Access and equity

Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

The College conducts all activities free from sexual harassment and unlawful discrimination which contravenes the following legislation:

- *Racial Discrimination Act 1975*
- *Sex Discrimination Act 1984*
- *Disability Discrimination Act 1992*
- *Disability Act 2006*
- *Equal Opportunity Act 2010*
- *Charter of Human Rights and Responsibilities Act 2006*