



Mary MacKillop College Kensington

Position Information Document

Position Title	Curriculum/Systems Administration Officer
Employment	Permanent Grade 4 or 5 depending on experience and qualifications Commencing 20 January 2025
Full Time/Part-Time	Full Time, 37.5 hours per week, 8am-4pm 41 weeks per year 15 minutes paid morning tea break 30 minutes unpaid lunch break if working more than 5 hours in a day
Responsible to	Principal Line Manager – Business Manager Functional Manager – Director of Teaching & Learning

College Mission

To educate girls to be compassionate, knowledgeable, and confident to take their place in the world. To empower girls to make a difference and to be of service to others.

Vision Statement

To be distinguished by excellence in education, faith and leadership formation.

Support Staff

Support Staff fulfil a vital role in supporting the education program of the College. They must support the aims and philosophy of the school by making a positive contribution to the development of a Christian community. Support Staff must be aware of and comply with the Work Health & Safety policies and practices of the College. Occasionally Support Staff may be required to attend professional development sessions conducted at the College or elsewhere, within or outside of the employee's normal working hours. Support Staff are encouraged to participate fully in the life of the College community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses and other activities. Support Staff shall attend staff meetings and other meetings as required.

Role Description

The ESO Curriculum/Systems Administration is an integral part of the support team of the College and is responsible for the daily operation of curriculum systems, namely Edval, SEQTA and Consent2Go as well as the construction of the College timetable. The ESO Curriculum/Systems Administration also provides administration support to the Director of Teaching & Learning and the SACE Coordinator.



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Duty Statement

Key Areas of Work

- Curriculum Administration
 - Administration support for Director of Teaching and Learning
 - External Subjects
 - NAPLAN support
 - SACE/Subject Information Evening support
 - Subject Selection and subject changes
 - SACE Data Entry
 - Booklists requirements and letters

- TES Edval Timetables
 - Administrator Role
 - Data Entry of events / PD / excursions
 - College Timetable – preparation and construction
 - Choice Forms (student subject selections)
 - Subject selection/counselling sessions scheduling and support
 - Learning Reviews (PTN)
 - Edval Daily (Support for Relief Coordinator)
 - Exam scheduling
 - Sport Elective Form (for students to select Saturday Sport preferences)
 - Sync management

- SEQTA – Student Learning Management System
 - Administrator Role
 - Maintain Portal Pages
 - Continuous updates across all areas
 - Permission management
 - Sync management
 - Oversee Teach / Learn / Engage modules
 - Continuous updating to SEQTA Teach Staff Handbook / Help guides / Instruction guides & documents
 - Assist and train staff as required
 - Student Academic Reports
 - Data input of Curriculum Extension Activities
 - Academic Awards report
 - Format/coordinate/send emails on behalf of staff members in conjunction with approval by Deputy Principal
 - Data entry for student absences for excursions and events
 - Generate reports and statistics for attendance/absenteeism

- Consent2Go
 - Administrator Role
 - Oversee and maintain accurate data for events and excursions
 - Assist and support staff in the proposal and planning processes
 - Continuous updating of staff / student user accounts
 - Permission management
 - Sync management



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- General Administration
 - Student Diary
 - Calendars / Weekly 'What's On'
 - Certificates

Changes to Role Description and Duty Statement

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

Professional Requirements

- Demonstrate an empathy and understanding of the Josephite tradition of the College
- Have patience, sensitivity and flexibility when dealing with various work situations and people
- Respond to staff and student needs
- Prioritise workload and meet tight deadlines with competing priorities
- Work collaboratively and independently with minimum supervision
- Possess high level IT skills with strong understanding and knowledge of Microsoft Office suite of applications
- Possess excellent written, interpersonal and communication skills
- Possess excellent organisation skills and initiative.

Personal Requirements

- Demonstrate a passion and commitment to the mission and vision of Mary MacKillop College
- Be well presented with a professional, positive, warm and welcoming disposition
- Display empathy, enthusiasm, commitment and high level of motivation to contribute
- Demonstrate a respect for and acceptance of differences in students, parents and staff
- Maintain high level of confidentiality, credibility and honesty
- Be flexible and able to adapt and operate effectively in a challenging and changing environment.

Values

As an employee of this school you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.

Child Protection

Mary MacKillop College assures the right of every member to a safe environment. Mary MacKillop College is committed to Child Protection and protective practices. It is the responsibility of the College employee to promote safe practices and Child Protection practices.

Responding to Risk of Harm, Abuse & Neglect Education and Care training is a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.



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Work Health & Safety

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 & 28 WHS Act 2012

In practical terms this means to:

- Use appropriate equipment and safe work procedures designed to ensure health and safety.
- Participate in training programs as requested.
- Report unsafe/unhealthy conditions (hazards) in their work environment.
- Report incidents or near misses which have or could have caused injury
- Become familiar with and follow the policies, procedures and information about WHS available to staff.

Behavioural Expectations and Fair Treatment in the Workplace

- Comply with the Code of Conduct for Staff Employed in Catholic Education SA
- Comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – Discrimination, Harassment and/or Bullying
- Report any concerns, ask questions or seek assistance regarding anything you are unsure about.

Acquire and Maintain:

- SAVA Clearance to work in Catholic Education SA
- Working with Children Check (WWCC)
- Approved Responding to Risk of Harm, Abuse & Neglect Education and Care training
- First Aid training
- Comply with the Catholic Education South Australia COVID-19 Vaccination Policy and Procedures (as amended or replaced)

Performance Review

The employee must undertake performance review on an annual basis. At a mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

