



## Administrator POSITION PROFILE

### **PART A: POSITION DESCRIPTION**

<b>Position Title:</b>	Administrator Level 4	<b>Location:</b>	Aspect Schools
<b>Group:</b>	Education	<b>Reports to:</b>	Principal

### **Organisation Purpose**

<b>Vision</b>	<b>Mission</b>	<b>Values</b>
The best opportunities for people on the autism spectrum	We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused & customer-driven	We are passionate about people, about being positive and about what's possible

### **Team Purpose**

To collaborate as a team of specialists including teachers, teachers' aides, school therapists, co-ordinators, administrators and other Aspect staff to support the students with education programmes.

### **Position Purpose**

To lead professional and timely administration support to the school ensuring systems are effective, efficient and kept up to date, site maintenance is organised and that customer service is a positive experience for families, other Aspect stakeholders (internal and external) and school visitors.

## Outcomes

Key Result Area	Requirements & Expectations	Success Indicators
Administration	<ul style="list-style-type: none"> <li>• Coordinate and manage school administration to a high level of accuracy and efficiency</li> <li>• Ability to develop and implement complex office procedures to ensure management of site requirements</li> <li>• Preparation and coordination of school employment contracts – using e-recruitment system (Scout)</li> <li>• Oversee the mail function including pick-ups, mail sorting, mailing and special deliveries</li> <li>• Maintain the office filing / records management system in an orderly and systematic way</li> <li>• Order and control supply of stationery and office supplies</li> <li>• Prepare letters, memos, reports and other documents as required</li> <li>• Develop and implement Excel spreadsheets to assist with managing complex financial and administration data and information</li> <li>• Prepare presentations and other material using PowerPoint/Desktop Publishing as required</li> <li>• Proof read and edit documents, reports, brochures and newsletters as required</li> <li>• Lead administration projects as required to meet the school's business plan</li> <li>• Perform other general administrative duties as required</li> </ul>	<ul style="list-style-type: none"> <li>• Administration tasks are expertly coordinated and completed accurately, professionally and on time.</li> <li>• Office filing system is logical, accurate and user friendly</li> <li>• All stakeholders are informed on progress of projects and their expectations are met.</li> <li>• Advanced understanding and demonstration of Microsoft programs</li> <li>• Presentations are professional and of high quality</li> <li>• Act as lead for administration projects: projects are well planned with clear responsibilities and resources and meet agreed timeframes</li> </ul>
Operations	<ul style="list-style-type: none"> <li>• Lead and supervise the school administration team to provide excellent administration support to the school</li> <li>• Be responsible for the performance development of administration staff</li> <li>• Ensure the office equipment functions well and is maintained and serviced</li> <li>• Organise catering for special functions and school events as required, including kitchen supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Supervises and motivates other administration staff to be highly effective in providing administration support to meet expectations.</li> <li>• Equipment meets business needs</li> <li>• Tasks are followed through to completion</li> <li>• Visitors feel welcome and understand and accept the site safety procedures</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure that first point of contact with visitors is professional, positive and informative</li> <li>• Coordinate programmed and remedial site maintenance in consultation with Property and WHS, using the maintenance management system (HIPPO)</li> <li>• Supervise other clerical and maintenance staff if required</li> <li>• Supervise the delivery of contracted services and ensure adherence with Aspect compliance requirements – particularly working with children check verifications</li> <li>• Support Principal and school leadership team with NESA registration/audit requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Site is maintained and safe as per identified needs. All maintenance is recorded and approved with the knowledge and agreement of the Principal.</li> <li>• Supportive &amp; coordinated supervision of clerical and maintenance staff as required</li> <li>• Aspect policies and procedures are adhered to.</li> </ul>
Financial administration	<ul style="list-style-type: none"> <li>• Weekly preparation and payment of accounts</li> <li>• Reconcile credit card statements</li> <li>• Provide financial advice to the Principal within area of responsibility</li> <li>• Manage systems for school ensuring financial information for processing is timely and accurate</li> <li>• Complete advanced financial reconciliations for Principals</li> <li>• Be responsible for ensuring accurate and timely staff payroll forms are received fortnightly by Central office</li> <li>• Review budget and provide analysis to Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts are entered into Expense Manager promptly to meet supplier terms</li> <li>• Credit card statements reconciled with appropriate receipts</li> <li>• Complex financial reconciliations are completed as per Principal's directions</li> <li>• Payroll records are submitted with correct information and within payroll deadlines</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Complex operational and statistical reporting</li> <li>• Manipulate spreadsheets and financial systems for analysis (for e.g pivot tables, filters, formulae, charts/graphs)</li> <li>• Contribute to strategic planning</li> <li>• Monthly reconciliation of leave records (payroll leave reports against rosters)</li> </ul>	<ul style="list-style-type: none"> <li>• Reports are comprehensive, accurate, well laid out and provided to the Principal on time</li> <li>• Actively participate in strategic planning as requested by the Principal</li> <li>• Budget discrepancies are identified and followed through to resolution / completion</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• Supervision &amp; training of the administration team</li> <li>• Manage performance and performance development</li> </ul>	<ul style="list-style-type: none"> <li>• Team demonstrate competency in range of administration</li> <li>• Staff meet their individual objectives</li> </ul>
Information Systems	<ul style="list-style-type: none"> <li>• Excel spreadsheet management and analysis</li> <li>• Maintenance of Expense Manager as directed by Principal</li> <li>• Key responsibility to manage school records management system</li> </ul>	<ul style="list-style-type: none"> <li>• Spreadsheets and school management system are up to date with required data</li> <li>• IT issues are coordinated for the site and resolved in a timely and effective manner</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage school IT issues troubleshooting solutions with IT Team at central office</li> </ul>	
Safeguarding the people we support	<p>Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:</p> <ul style="list-style-type: none"> <li>• Follow safeguarding guidelines as outlined in Aspect's <i>Safeguarding the People We Support</i> policy and Code of Conduct.</li> <li>• Demonstrate a duty of care to students</li> <li>• Treat students with dignity and respect</li> <li>• Complete mandatory Safeguarding and Child Protection training and implement into day to day operations and practice</li> <li>• Be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate / report those signs / concerns</li> <li>• Escalate/report other staff practices which deviate from policy / procedure</li> <li>• Adhere to students' individual plans recognising their personal needs, choices and control</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated evidence that issues/concerns are escalated/reported to supervisor/manager</li> <li>• Completion of Child Protection on-line training</li> <li>• Personal commitment and day to day demonstration of competency in safeguarding</li> </ul>
Work, Health & Safety Requirements	<p>It is a requirement for all staff to:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for own health and safety</li> <li>• Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements</li> <li>• Report unsafe conditions or practices, and make suggestions to their manager on improving work, health &amp; safety at Aspect.</li> <li>• Exercise duty of care in the health, safety and welfare of pupils and ensure they are treated with dignity and respect</li> <li>• Participate in the staff consultation process about work health &amp; safety matters</li> <li>• Understand and adhere to Aspect's Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• Work, Health &amp; Safety matters are included as part of regular meetings</li> <li>• Identified hazards, issues or risks are evaluated and appropriate management controls are adhered to</li> </ul>

## PART B: POSITION CRITERIA

<b>Position Criteria</b>	Capabilities	<b>Planning and organising</b>	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources
		<b>Leadership and Supervision</b>	Using appropriate interpersonal styles and methods to inspire and guide individuals (subordinates, peers and superiors) toward goal achievement, modifying behaviour to accommodate tasks, situations and individuals involved. Operational leadership, maximizing performance, managing change, solutions focused.
		<b>Attention to Detail</b>	Follows a method of work that is organised, logical and accessible ensuring information is accurate and meets information and reporting needs of the school
		<b>Teamwork</b>	Active participation in and facilitation of team effectiveness. Providing professional and prompt support to the Education team as required.
		<b>Technical / Professional Knowledge</b>	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping up with current developments and trends in areas of expertise.
	Knowledge & Experience	<ul style="list-style-type: none"> <li>• Knowledge and/or experience in the education or disability sector would be an asset</li> <li>• Experience as Office Manager or similar</li> <li>• Advanced level Microsoft Office skills and experience - specifically excel</li> </ul>	
	Qualifications/ Licence	<ul style="list-style-type: none"> <li>• Post secondary qualifications or relevant experience</li> <li>• Depending on the school's location / requirements, it may be essential to have a current, valid driver's licence. A Light Rigid (LR) Driver's licence is desirable</li> <li>• Current and verified Working with children check (NSW)</li> <li>• There is a requirement to work an additional ten (10) days (or pro-rata for FTE ratio) outside school term time (this is included in the salary)</li> </ul>	
	Job Requirements	<ul style="list-style-type: none"> <li>• Ability to work with minimal supervision</li> </ul>	

## PART C: APPROVED BY

Position Profile Approved by: Maryanne Gosling

Position: National Director-Aspect Education

Date: 18 May 2020