RADFORD COLLEGE

Truth
Compassion
Wisdom

Radford College is an Anglican co-educational day school, committed to fostering global citizens by inspiring students from Pre-K to Year 12 to make good choices, self-regulate and be resilient as the foundations for academic success. The College is located in the suburb of Bruce, in Canberra.

Secondary School Administrator – Curriculum and Daily Relief
Fixed term, Full-time, Term-time

Our Purpose
Radford College is a generous-spirited learning community that embodies the beliefs and values of the Christian faith in the Anglican tradition. Our purpose is to develop young people to live truthfully, practise compassion and seek wisdom in order to serve the common good. Grounded in our values of Truth, Compassion and Wisdom, all staff work to support the College in achieving its aims.

The opportunity
An exciting opportunity has arisen within the Academic Executive Team for a **Fixed term, full-time, term-time** Administrator – Curriculum and Daily Relief, **commencing 16 February 2026,** for a period of parental leave cover.
The hours for this role are 7.00am – 3.06pm.

About the role
Displaying a high degree of initiative and having a proactive attitude, the Administrator – Curriculum and Daily Relief undertakes a crucial role in ensuring required teaching staff levels are met every day and in providing support to the Executive team in relation to College timetable and assessment and reporting requirements.

Working at Radford College
At Radford, we believe that the key to higher performing students is the effectiveness of their teachers, and that the key to effective teachers is the support they receive which enables them to perform their roles. Exhibiting high levels of accuracy, attention to detail and a commitment to providing the best service, the Academic Executive Support Team works conscientiously to support the Head of Secondary School and the Assistant Principals to achieve the goal of providing our students with a holistic and inspiring education that enables them to reach their full potential.

Why choose Radford?
As well as supporting and enabling staff to achieve their potential, Radford College offers:

- A vibrant and rewarding place in which to work
- Guided Professional Learning for teaching staff to maintain professional registration standards
- Professional Learning financial support for teaching and non-teaching staff
- Salary Continuance Insurance
- Discounted school fees for eligible employees

- Employee wellbeing initiatives – EAP program, access to exercise programs (boot camp and Pilates) and group fitness classes
- Generous Superannuation after qualifying period
- Salary Sacrificing
- Excellent resources and grounds
- Free onsite parking
- Electric Vehicle charging stations

For further information, please visit the Employment page on our Website.

About you
The successful candidate will have had experience working in an office environment and using the MS Office suite extensively. They will be a confident self-starter who enjoys building relationships with multiple stakeholders both inside and outside of the College, possesses excellent communication skills, has a strong customer-service focus and can be relied upon to work autonomously. Candidates must:

- Be technically competent and confident (intermediate to high proficiency) in the MSOffice suite, with the willingness to learn school based systems (Synergetic, Schoolbox, etc.)
- Demonstrate a passion for collaborative working as a member of a high-functioning team, with the ability to adapt to changing priorities
- Be energetic, enthusiastic and demonstrate a willingness to grow through the sharing of best practice and professional experience
- Possess excellent communications skills both written and verbal, as well as excellent time management skills
- Commit to the safeguarding and promotion of student welfare
- Be reliable and punctual
- Support Radford's strategic priorities and goals
- Uphold Radford's Values of Truth, Compassion and Wisdom

Qualifications
- Experience in providing Executive support at a senior level
- Expert proficiency in the computer and technical arena, including MS Office proficiency
- Experience managing a complex diary

How to Apply
Details about this position and how to apply can be found on the Employment section on the College Website http://www.radford.act.edu.au/quick-links/employment/. If you have further enquiries regarding this position, please contact Human Resources at recruitment@radford.act.edu.au.

Applications close at **midnight on 23 January 2026,** and should be addressed to:

The Principal
email: recruitment@radford.act.edu.au

Applicants will be subject to employment screening and will be required to provide a current ACT Working with Vulnerable People card prior to commencing employment.

RADFORD COLLEGE

DUTY STATEMENT
Administrator – Curriculum and Daily Relief

POSITION ACCOUNTABLE TO	Secondary School Executive Administration Team Leader
POSITION IS RESPONSIBLE FOR	Not Applicable
CLASSIFICATION	Independent Schools ACT (Professional and Operational Staff) Cooperative Multi Enterprise Agreement 2025 Clerical Officer Level 3
KEY RELATIONSHIP	Head of Learning and Teaching, Director of Upper and Director of Secondary School, Dean of Senior Studies and Dean of Administration

PURPOSE

Displaying a high degree of initiative and having a proactive attitude, the Administrator – Curriculum and Daily Relief undertakes a crucial role in ensuring required teaching staff levels are met every day and in providing support to the Executive team in relation to College timetable and assessment and reporting requirements.

RESPONSIBILITIES

Daily Relief

- Daily monitoring of absence reporting, allocation of extra classes to existing staff within allocation limits; sourcing and placement of casual relief staff to provide additional cover
- Onboarding and Induction of new relief teachers

Academic Support

- Data collection, entry, and processing
- Assist with administration of timetabling processes such as subject selection and changes
- Supporting assessment processes such as exams and other testing eg NAPLAN, AST, ACER
- Monitor and manage spreadsheets and databases
- Monitor and manage reporting, curriculum and external compliance schedules eg adoption of curriculum
- Manage academic processes such as Moderation portfolios or samples and associated compliance reports
- Prepare for reporting, including awards, honour roll certificates, ATAR estimates
- Preparing schedules, staff supervision rosters and rooming as required eg exam periods, camp weeks
- Assist teachers with access to databases and learning management systems
- Assist Executive staff with hosting of academic events
- Other duties as required

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Experience in providing Executive support at a senior level
- Expert proficiency in the computer and technical arena, including MS Office proficiency
- Experience managing a complex diary

PERSONAL SKILLS AND ATTRIBUTES

- Excellent communications skills both verbal and written
- Strong interpersonal and people skills
- Exceptional time management skills with the ability to meet strict deadlines
- Think creatively and assist to manage competing priorities
- Think strategically and take ownership of projects
- Exceptional organisational skills, in particular attention to detail and accuracy
- A flexible approach to work and an ability to work under pressure
- Be proactive, demonstrate initiative and be able to operate autonomously
- Experience in anticipating the needs of executive staff and the ability to perform professionally, confidentially, with tact and discretion

It is a requirement that all Radford employees hold a current Working with Vulnerable People Clearance.