



POSITION DESCRIPTION

Westminster is an Early Learning to Year 12, coeducational day and boarding, Uniting Church school with a proud history and an exciting future. We commit to helping all students and staff achieve more than they thought possible through an adventurous education, which takes place anytime our students are challenged in their learning and when staff explore new opportunities to improve their profession. Since opening in 1961, Westminster's vibrant sense of community has shaped our welcoming, down-to-earth character, enriched by School values of being brave, humble, kind, authentic, resilient and curious.

Position Name	Senior Administration Officer – Senior School
Area of School	Senior School
Employment Status	Permanent part time – 37.5 hours per week, 46 weeks per year.
Employment Conditions	As per 'Westminster School Inc. Teaching Staff and School Assistants Enterprise Agreement 2024' or any subsequent Agreement
Key Relationships	The Senior Administration Officer – Senior School reports to the Office Manager (Senior School) who provides direction in relation to general Senior School Office duties. The role works primarily with the Director of Learning, providing direct support and liaises with other staff. Ultimately responsible to the Principal via the Director of Business Operations.

Position Objective:

Westminster School's performance and reputation are enhanced because the high calibre administrative management support and customer service provided through this role contributes to highly effective School operations; and the contribution to the School's desired culture and to School improvement initiatives made by the incumbent.

Position Overview:

The Senior Administration Officer – Senior School provides support to the Director of Learning and takes responsibility for a range of administration tasks associated with the School's teaching, learning and assessment programs. The position also provides customer service to students and parents reporting to the Senior School Office, in person, via email or telephone, and general administrative assistance for other School activities.

Key Responsibilities:

- Provide high level administrative and general support to the Director of Learning. Tasks include:
 - Maintaining diary, coordinating meetings for staff, parents and students, receiving telephone calls, actioning emails when appropriate, various letters, correspondence, handling high level confidential and sensitive information, updating PowerPoint presentations, arranging travel and accommodation, booking conferences and seminars.
 - Technical support for changes within the timetabling software package (Timetabler)
 - Purchasing, processing payments, reconciliation of credit card monthly statements.
 - Administration support to committees including arranging meeting venues and catering, taking minutes as required, actioning items and updating Committee notes.

- Coordinate and perform administrative tasks required to support Senior School teaching, learning and assessment processes and programs. Current tasks are listed below but may change to reflect changing School processes and programs.
 - Subject information and selection processes
 - Manage the update of subject choice guides and planners for the senior school annually, in conjunction with subject teachers.
 - Maintain data on the senior school curriculum section of the Westminster School website.
 - Assist with Year 10, 11 and 12 information evenings: room set up, RSVPs etc.
 - Coordinate the subject choice interview process within a defined time period, involving DOL, Careers Counsellor, Head of House and all Year 10 and 11 students.
 - Assist with student subject change requests.
 - Distribute curriculum booklets.
 - New student enrolment
 - Provide welcoming support for newly enrolled students and their families in liaison with the Office Manager.
 - Distribute subject information and collect subject selections for newly enrolled students.
 - Student learning support processes
 - Coordinate and distribute student booklists, liaising with Curriculum Leaders and Campion Education.
 - Manage the distribution to students of Campion books delivered to the school.
 - Coordinate book return days:
 - Collect books for students to return to Campion.
 - Arrange and advertise book return days for students.
 - Provide administrative support for students undertaking distance learning.
 - Provide administrative support for ACER PAT testing system.
 - Assessment and reporting processes and programs
 - Plan Academic Reporting timelines for the Senior School in conjunction with DOL.
 - Coordinate the preparation and production of semester examination papers for the Senior School.
 - Coordinate the preparation and distribution of Student Academic Reports. Includes
 - Management of the SEQTA Reporting system database to maintain the Senior School's academic records.
 - Setting up and configuring report periods each term.
 - Making amendments to incorrect data and errors in reports.
 - Coordinating SEQTA reporting information sessions for new staff.
 - Managing the production of Student Awards and Certificates using extracted data from the School Academic databases
 - Compile and analyse data from SEQTA for Years 7-12.
 - Produce Outstanding Attitude to Study, Academic Achievement and Academic Excellence awards each term.
 - Assist with the coordination of NAPLAN testing as agreed, currently:
 - Manage the whole School NAPLAN data collection from parents and update on the School database.
 - Assist the Head of School Logistics and Daily Operations with the administration and execution of the NAPLAN tests, including the Compulsory Practice Test.

- Arrange headphones for student use.
- Distribute NAPLAN results to staff and parents once received.
- Provide administrative support and/or general assistance for other senior school or school functions as agreed. Currently includes:
 - Administrative assistance for functions, events and activities.
 - Assist the Career Pathways Advisor with work experience forms when required.
- Assist with office functions as a member of the School administration team including:
 - providing customer service to students and parents reporting to the Senior School Office, in person or via the telephone.
 - Assistance with preparation and maintenance of operations manuals for the Senior School Office.
 - Office and reception assistance to other areas of the school.
- Actively participate in continuous improvement initiatives as a member of the wider School administration team including collaboration that achieves consistency and efficiency for the School.

Key Selection Criteria: Qualifications, Skills and Experience:

- Demonstrated high standard of proficiency in using information technology including: Microsoft Office suite of programs (Word, Excel and Access), electronic diary, email as well as intranet (SharePoint).
- Demonstrated knowledge and ability to work with bespoke database applications including experience in data entry and running reports with an emphasis on accuracy.
- Sound knowledge and understanding of office procedures and functions including relevant experience in an office environment.
- High level administrative skills.
- Excellent organisational and time management skills.
- Current Provide First Aid Certificate.
- Knowledge and understanding of timetabling software (eg: Timetabler) or an authentic willingness to learn is highly desirable.
- Relevant post-secondary qualification is desirable but not essential.

Key Selection Criteria: Personal Qualities:

- Demonstrated high level interpersonal skills to accurately and efficiently communicate with a diverse range of staff, parents and adolescent students, including high levels of tact, initiative and diplomacy.
- Professional presentation.
- Demonstrated ability to handle sensitive information in a confidential manner.
- Ability to work effectively as part of a team in a fast changing environment, to work productively with limited supervision and to prioritise and work to deadlines.
- Attention to detail and excellent grammatical skills.
- Demonstrated commitment to continual professional and personal development.
- Ability to work without direct supervision and to troubleshoot in absence of leaders.

Safety and Wellbeing:

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others.
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable.
- Read and adhere to all Westminster WHS policies.

Conditions of Employment:

- All applicants must be eligible to work in Australia.
- All staff must satisfy child protection screening and adhere to Westminster's Child Safety and Wellbeing policy which includes holding a current Working With Children Clearance.
- A probationary period applies to new employees.
- 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. There will be tasks not described above, within the scope of the classification level, that may be given to this position from time to time.

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