



Position title: Learning Enhancement Administrative Assistant
Reporting to: Head of Learning Enhancement
Hire Type: Permanent Part Time, 0.8 (Term-Time Only)
Prepared: November 2024

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are Happy, Healthy, and High achieving.

Values

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Service – We work voluntarily to help others without expecting anything in return.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Primary Purpose of the Role

Reporting to the Head of Learning Enhancement, the Learning Enhancement Administrative Assistant will complete administrative duties to support the Learning Enhancement Department staff and its day-to-day functions.

Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

- **Diary and Calendar Management:**
 - Oversee the annual calendar of Learning Enhancement (LE) Department events/deadlines
 - Schedule appointments, parent meetings and events, ensuring there are no conflicts



- Send reminders and confirmations for scheduled appointments
- Creating and maintaining the Learning Support Officers (LSO) timetables using excel.
- **Meeting Coordination:**
 - Prepare and distribute agendas, minutes, and other relevant documents
 - Format, finalise and store all documentation from parent meetings
 - Arrange meeting logistics, including room bookings and equipment setup
- **Correspondence:**
 - Handle incoming and outgoing communications, including emails and phone calls.
 - Set up and maintain correspondence templates.
 - Send and follow up parent confirmation forms.
 - Proofread modified reports and follow up missing information.
- **Data Management:**
 - Maintain accurate and up-to-date database records and digital files for students with individual needs. Ensure correct format for file names and digital folder structure.
 - Assist with the preparation of reports, presentations, and correspondence.
- **Funding:**
 - NCCD data tracking of evidence requirements for individual students.
 - Keep accurate records of services used by State funding, manage invoice payments and communicate with external providers such as speech therapists, tutors, and parents.
- **Reasonable Adjustment Support:**
 - Assist with the facilitation of cohort assessment accommodations. This includes tasks such as collating student details, managing consent forms, medical information, and other required documentation, and liaising with the Daily Organiser and Maintenance to ensure room allocation, staffing, and resources are in place.
 - Maintain the student database.
 - Liaise with other departments and external stakeholders as necessary.
- **Resource Management:**
 - Order and manage office supplies and resources for the department.
 - Assist with the administration of budgets, raising purchase orders and handling invoices.
 - Ensure that teaching materials and resources are available and in good condition.
- **General Administrative Duties:**
 - Provide general administrative support to the Head of Learning Enhancement and the team.
 - Assist in the planning and execution of departmental events and activities.
 - Perform other duties as assigned to ensure the efficient operation of the department.
- **Occupational Health & Safety Responsibilities**
 - Cooperating with others in relation to actions taken by the School to comply with Occupational Health and Safety legislation
 - Reporting hazards and incidents
 - Participating in relevant training and induction sessions
 - Taking reasonable care for your own and your colleagues' health and safety



- **Professional Development**

- Attend suitable professional development as relevant to the role.

Other Duties

- Perform various other duties as requested by your manager and / or the School

Key Relationships

Head of Learning Enhancement	Learning Enhancement Faculty Assistant
Learning Enhancement Staff	

Experience, Knowledge & Skills

- Previous experience in a similar role within Education is advantageous
- Proven advanced administration skills including database management is preferred
- Proficiency in Microsoft 365: Advanced skills in Word, Bookings, Forms, PowerPoint, SharePoint and Excel, including the ability to create and manage complex documents and spreadsheets.
- Strong Planning Skills: Ability to organise and prioritise tasks effectively to support school operations.
- Excellent Organisation: Keeping track of multiple tasks and deadlines with precision.
- Effective Communication: Strong written and verbal communication skills to interact with staff, students, and parents.
- Empathy: Understanding and addressing the needs of students, parents, and colleagues with compassion.
- Initiative and Resourcefulness: Proactively identifying and solving problems and finding efficient ways to complete tasks in a timely manner.
- Positive Attitude: A 'can do' approach to challenges and a willingness to go the extra mile.
- Sense of Humour: Bringing a light-hearted and positive energy to the workplace.
- Adaptability: Ability to quickly learn and adapt to new software, technologies, procedures, and changes. Flexible in a dynamic school environment, effectively responding to evolving educational needs and varying student requirements.
- Attention to Detail: Ensuring accuracy in all administrative tasks and data management.
- Customer Service Orientation: Providing excellent support and service to the school community.
- Maintains confidentiality: Demonstrates the ability to handle sensitive information discreetly and responsibly, ensuring the privacy of students, staff, and school operations.
- Continuous Learning: Staying updated with the latest administrative practices and educational technologies.

Qualifications

Required

- Relevant tertiary qualifications in Administration is preferred
- A current Employee Working with Children Check (WWCC)
- National Crime Check
- A level 2 or higher First-Aid Qualification is desirable



Competencies, Behaviours & Attributes

- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values

Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies



Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.