



Carey
Baptist
College
Harrisdale

Administration Officer Curriculum Support (0.7FTE to FT)

Carey is a highly relational community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we 'earn the right to speak' by operating in an environment that values kindness, courage, respect, humility and integrity.

The Administration Team looks to continually improve administration processes and teamwork to support the College functions, much of this advancement has begun with moving toward cloud-based technologies and leveraging off software. The Curriculum Support Officer would be involved in this team while working closely with the Assistant Principal - Curriculum and the Dean of Curriculum in the Secondary School.

Duty Statement

The Curriculum Support Officer is responsible to the Business Manager, however receives direction on the majority of tasks from the Secondary APC (Assistant Principal - Curriculum), DoC (Dean of Curriculum) and, when required, the Secondary School Principal.

Roles & Responsibilities

Directly with Secondary Assistant Principal, (Curriculum)

- Maintain calendar for APC (Assistant Principal - Curriculum) and organise interviews.
- Support the APC and the DoC on a daily basis.
- Create Curriculum Timeline prior to commencement of academic year and maintain throughout the year.
- Attend to Year 7-12 student queries.
- Work with Assistant Principal - Curriculum to meet fixed deadlines, prioritising tasks at peak periods.
- Produce ongoing and timely flow of data to SCSA: student registration, course offerings, moderation partnership, course enrolments, course results.
- Manage the preparation of book lists through negotiation with HoDs and liaison with booksellers.
- Produce and electronically store student reports.
- Prepare documentation for staff and parents in preparation for parent/student/teacher interviews.
- Oversee the timely production of documentation for meetings, students and parents.
- Maintain timetable data and ensure accurate data transfer to data management systems.
- Ensure a high level of written communication from the Curriculum Office.
- Relief Data entry for all upcoming events and staff absences.
- Preparation and documentation for standardised testing.
- Assist in the preparation and management of events such as Parent Interview Nights and Parent Information Evenings.

General

- Maintain positive interpersonal relationships with a wide variety of staff, students and parents.
- Assist the wider Administration Team where needed and available.
- Other duties as requested from time to time by the Principal.

Enrolments

- Maintain the accuracy of student information.

Essential Attributes

- A Christian-based lifestyle and ethos;
- Honest and reliable;
- Be proactive and work ahead to achieve deadlines;
- Ability to work under pressure and to tight deadlines;
- Ability to exhibit multi-tasking and work independently;
- Good organisational and time management skills;
- High attention to detail;
- Ability to work on own initiative.

Essential Skills

- Exceptional written and oral communication skills;
- Excellent word processing and IT skills, including knowledge of a range of software packages;
- Excellent collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers, external agencies and support structures.

Other Information

Experience, Qualifications and Special Conditions:

- A current Working with Children Check (or eligible to obtain one).