



# Catholic Regional College Melton

Responsible to: **PRINCIPAL**  
 Report to: **DEPUTY PRINCIPAL – TEACHING AND LEARNING**

## REMUNERATION

Hours of Work: Monday to Friday 8.30am – 4.30pm  
 Tenure: 1.0 FTE  
 Category: C

The VASS Administrator is expected to commit to the vision and values of the College and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement and in accordance with the College Strategic Plan and the School Improvement Plan.

## Position Description: VASS Administrator

STATEMENT OF DUTIES	
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College</li> <li>Provide students with a child-safe environment</li> <li>Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>Provide an exemplary standard of pastoral care to staff, students and parents.</li> </ul>
<b>Key Responsibilities</b>	<p><b>Administrative Support</b></p> <ul style="list-style-type: none"> <li>Provide administrative support including diary maintenance to the Deputy Principal - Teaching and Learning</li> <li>Develop and maintain relationships with Domain Leaders to ensure their needs and expectations are understood met and opportunities for improved performance and processes are considered</li> <li>Provide curriculum related administrative support to the VCE Coordinator and Deputy Principal – Teaching and Learning</li> <li>Liaise with the Deputy Principal – Teaching and Learning daily to discuss priorities and upcoming events in a timely manner</li> <li>Preparation of documentation, correspondence, communication and reports as required</li> <li>Preparation of award certificates</li> <li>General office management, including telephone/emails, facsimile, mail, photocopying, filing, diary maintenance and management and general enquires</li> <li>Respond to external and internal queries from students, staff and/or parents</li> <li>Communicate with other areas of school in coordination of centralised administrative functions</li> <li>Maintain Victorian Curriculum Assessment Authority (VASS) database</li> <li>Administrative management of VET and external subjects eg Virtual School Victoria (VSV) and Victorian School Language (VSL)</li> <li>Display flexibility in supporting administrative functions, through active participation in such initiatives as rostering to cover other staff for long &amp; short-term leave and short breaks</li> </ul> <p><b>Curriculum Support</b></p> <ul style="list-style-type: none"> <li>Work in collaboration with DP Learning and Teaching, DP Wellbeing and Director of Community Relations to ensure smooth operations of Junior and Senior Awards ceremonies</li> <li>Support provision for student and past student requests for transcripts and/or reports</li> </ul>

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> <li>Support students in VET and external subjects administration</li> </ul> <p><b>Event and Information Management</b></p> <ul style="list-style-type: none"> <li>Assist with the supervision preparation and arrangements for internal and external examinations</li> <li>Assist with various information packs for students and parents</li> <li>Assist with documentation of VCE procedures and reporting</li> </ul> <p><b>Information and Data Management</b></p> <ul style="list-style-type: none"> <li>Organise the appropriate administrative support for VASS, NAPLAN, SACs and exam testing</li> <li>Accurate entry of data into VASS in accordance with the VASS annual timetable</li> <li>Maintain effective document management processes</li> <li>Provide analysis on data as required in particular Year 12 results at the end of year</li> <li>Provide analysis data for academic awards</li> <li>Prepare and print reports both manual and system generated upon request</li> <li>Undertake general word processing, spreadsheets and other computer solutions as required such as MS Office, ICON, etc</li> </ul> <p><b>Front Reception (1 day per week)</b></p> <ul style="list-style-type: none"> <li>Provide a warm and professional response to enquiries from students, staff and members of the public</li> <li>Efficiently manage and respond to telephone and personal enquiries with a warm and professional manner</li> <li>Perform a range of administrative duties such as filing, printing or photocopying</li> <li>Be a reliable presence at Reception during working hours</li> <li>Ensure compliance by visitors with signing-in and security procedures</li> <li>Take messages and pass these on to relevant staff</li> <li>Accept and process payments for school fees, excursions and other payments</li> <li>Assist with issuing fee statements</li> <li>Assist with managing student absences, especially procedures for students leaving early</li> <li>Demonstrate proficiency in the use of school administration systems Synergetic, and SIMON</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Regularly attend first aid training as required by the College</li> <li>Demonstrate proficiency in the use of school administration systems ICON and SIMON</li> <li>Perform such other duties as the Principal or Principal's delegate may direct from time to time.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Attend educational programs for professional growth and skill development.</li> <li>Commit to ongoing professional development in your area of work</li> <li>Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>Continue development of ICT skills as technologies evolve</li> <li>Be an active member of a relevant professional association as duties permit</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li> <li>Demonstrate professional and collegiate relationships with colleagues</li> <li>Adhere to College's policies and procedures</li> </ul>

SELECTION CRITERIA	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>A demonstrated understanding of the ethos of a Catholic school and its mission</li> </ul>

<b>Education and Experience</b>	<b>Required:</b> <ul style="list-style-type: none"> <li>• Previous experience in a school-environment</li> <li>• Proficiency in using Microsoft Office Suite including Word and Excel</li> <li>• Knowledge of VASS and ICON databases would be highly desirable</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Ability to remain confidential where required</li> <li>• Ability to prioritise tasks, multi-task and work efficiently</li> <li>• Excellent interpersonal and communication skills</li> <li>• Good oral and written communication skills, including ability to communicate with children, parents and the school community</li> <li>• Proven capacity to work independently</li> <li>• Sound organisational skills including strong attention to detail</li> <li>• Proven time-management skills</li> <li>• Ability and willingness to accept policy directives</li> <li>• Maturity</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Experience with working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> <li>• Must hold or be willing to acquire a Working with Children Check card and undergo a National Police Record Check</li> </ul>