

Job Opening Report

Job Opening Summary

Department	018045(Mildura Senior College)	Location	Mildura Senior College
Classification	Ed Support Level 1-Range 3	Role Type	General Admin
Job Posting Title	ES1-3 Student Administration Manager		
Subjects/Duties	School Administration	Level	Secondary Years 10-12
Begin Date	27/01/2021	End Date	
Regular/Temporary	Ongoing		
Hours	38.00		
Reference #	1211842		
Contact Name	Belinda Hudak		
Phone	0419 351 993		
School Website	www.milsen.vic.edu.au		
Apply By	17/01/2021		

Position Descriptions

Visible Description Type Internal and External Role

As listed in the Victorian Government Schools Agreement 2017, 5 (a)(ii) an education support class employee can be required to attend for duty and/or professional development up to a maximum of 6 days of the additional leave specified in clause 26(1)(b). Attendance can only be required during one or two school vacation periods in a year at the commencement or conclusion of a school vacation period and the employee must be provided with reasonable notice, being not later than four weeks into the preceding term.

Description

Additional ordinary hours that may be required by this position are subject to the Mildura Senior College ES TIL Policy.

Range 3 is distinguished by the introduction of management responsibility and accountability for the delivery of professional support services. The role will usually impact beyond the work area or professional field. It seeks to gain cooperation of other staff members or members of the school community to achieve

specific objectives, such as in school administration, operations or educational programs.

Direction on targets and goals is provided but the position will have some degree of latitude in determining how they are achieved. This latitude will generally be limited by standard procedures and school policy. Deviation from standard procedures and school policy will require guidance and direction from senior management.

The provision of business management responsibilities becomes a feature at range 3. Management of staff to achieve the expected outcomes is a key responsibility. Staff management issues will be resolved with minimal reference to senior management, although guidance will be required in more complex cases. Senior management will be provided with timely reports and advice, although this will generally be confined to matters relating to the immediate work area, service provision or educational program and is unlikely to impact substantially on whole of school operations.

This is the minimum range for positions that carry a mandatory qualification requirement of not less than four years. Professional student support positions become a feature at range 3 (e.g. therapists, psychologists) where standard professional services are delivered. Professional support and guidance will be close at hand and deviation from standard procedures and school policy will require guidance and direction from senior management.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Visible Description Type Internal and External Responsibilities

Description The Student Administration Manager is responsible for the following:

- Managing the procedures related to and processing of student administration including registrations, enrolments, student enrolment interviews, transfers, exits and student destination data.
- Managing the procedures related to and processing of CASES21 Family Payments including subject fees, refunds and statements.
- Leading the College ' s Student Administration Team comprised of the Attendance Officer, VASS Administrator, Reception/First Aid Officer and Student Administration Trainee.
- Managing DET ' s returns/surveys relating to student data collection particularly CENSUS, student attendance, new arrivals, National Collection of Student with Disabilities Data Collection.
- Managing the College ' s student records system including computerised student records.
- Co-ordinating admin support to school events including Open Day, Transition, and Enrolment Evenings by facilitating enrolment functions, including managing admin staff at these events.
- Providing training and support to other ES team members to ensure all student administration processes are followed accurately and consistently.
- Providing training and mentoring to Gap Year Administration Trainee.
- Actively seek participation in professional development. (Subject to College P&D guidelines)
- As required provide first aid services to staff, students and general college community.
- Attend and participate in ES general and ES team leader meetings.
- Participating in the college ' s performance and development processes in line with DET requirements.
- Provide general administration support as directed by the Principal in the absence of the Business Manager.
- General administration duties as directed by the Principal or Business Manager within the requirements of ES1-3 dimensions of work as listed in the Victorian Government Schools Agreement 2017.

Visible Internal and External
Description Type Who May Apply

Description Individuals with the aptitude, experience and/or

qualifications to fulfill the specific requirements of the position.

Visible Description Type Internal and External
EEO AND OHS Commitment

Description The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Visible Description Type Internal and External
Child Safe Standards

Description Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department ' s exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

Visible Description Type Internal and External
DET Values

Description The Department ' s employees commit to upholding DET ' s Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET ' s Values

complement each school ' s own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

Visible Description Type Internal and External
Other Information

Dear Applicant

Thank you for your interest in this vacancy at **Mildura Senior College**

Description

- Applicants should address the key selection criteria.
- Attaching your letter of introduction, resume and key selection criteria in one document is most helpful.
- Day time phone numbers are vital to make appointments for an interview in the event that you are shortlisted.
- If you have an Employee ID Number, please include it on your application.
- Three (3) Referees are required. Please provide names, contact phone numbers and e-mail addresses (Most recent employer is preferred).
- A copy of your current **Employee Working With Children Check** will be required if successful.

Visible Description Type Internal and External
Conditions of Employment

Description

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made

subject to a satisfactory pre-employment conditions check.

- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>

Visible Description Type Internal and External Location Profile

Mildura Senior College is an educational landmark located in the heart of Mildura. With a student population in 2020 of 925 enrolled students with the addition of Year 10 VCE & VET external enrolments from surrounding schools. The College is one of a small number of stand-alone Senior Colleges in the state catering exclusively for Year 11 and 12 students undertaking the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL). Mildura Senior College provides access to an unparalleled level of choice in the study areas of the VCE, VCAL, Vocational Education and Training (VET) and University Enhancement studies. The College has a clear commitment to the Managed Individual Pathways Program providing timetabled classes and Pathways Teachers advocate for all students. This unique learning environment is highly valued by the school community, which sees it as essential to students developing skills crucial to future success.

Description

The College boasts outstanding facilities, which include the Deakin Trade Training Centre, VCAL Hub, Arts Precinct, Fitness Learning Facilities and numerous undercover student recreational areas. The grounds boast three sporting ovals utilised by College students, neighbouring schools and community sporting groups.

The College is committed to providing suitable senior pathways for all senior students. We work in partnership with our neighbouring 7-10 colleges: Chaffey Secondary College, Irymple Secondary College, Merbein P-10 College, Trinity Lutheran College and Henderson College. There is close cooperation with these colleges in the areas of Instrumental Music, EAL provision, sport, professional development programs, student transition and orientation. Each year approximately 30% of enrolments come from outside these neighbourhood colleges and include public, catholic and independent schools.

The College provides a young adult learning environment and a learning philosophy built upon partnerships and strong relationships between teachers and students. Mildura Senior College provides clear pathways to further study and the workplace. Our mission is to deliver excellence in education and training opportunities for all students. Students are supported by full time careers and VETis advisors, school to work coordinator, an extensive wellbeing team, student sub-school leaders and a team of staff experienced in the successful delivery of senior studies. Mildura Senior College currently has 112 members of staff including 73 teaching staff.

Mildura Senior College is an inclusive environment that has a diverse student co-hort including Koori, Pacifica and EAL students and celebrates this diversity. The Clontarf Academy is one example of a program at Mildura Senior College, targeted at reducing educational disadvantage for students.

The College is committed to Respectful Relationships and being a Safe School. The College values of **Respect, Responsibility, Resilience, Independence and Success** reflect the culture and behaviours the College aims to develop in students, to enable them to become outstanding young people as they transition on their pathways to the future.

Visible Internal and External
Description Type Selection Criteria

Description	SC1	Demonstrated high level written, oral communication skills and high-level interpersonal skills with an ability to relate effectively and sensitively with teaching and support staff, as well as students, parents, external providers and the wider school community.
	SC2	Demonstrated ability to work independently and flexibly to ensure the continuous and efficient operation of the work environment and to work proactively in a team to enhance work systems, practices and

	relationships
SC3	Demonstrated thorough knowledge of financial management practices (ie budget preparation and financial internal controls), knowledge of various software packages and ability to develop policy and processes which lead to outstanding student administration practices within the school. Required to provide high level planning and management advice to the Principal, Leadership Team and School Council.
SC4	Demonstrated expertise in Administration and Finance, administration process, policies and guidelines. Experience or willingness to learn the use of DET CASES21 is preferable.
SC5	Demonstrated high level capacity to lead the office team taking responsibility for the management and direction of their work, their well-being and actively encouraging professional growth for self and others.
SC6	Well-developed organisation skills with a demonstrated ability for effective time management, establishing priorities, procedures and guidelines relating to the work team.

Job Postings			
Description	Posting Type	Post Date	Remove Date
Internet	Internal Posting	14/12/2020	18/01/2021
Internet	External Posting	14/12/2020	18/01/2021

Job Information	
Created By	09638123(Heidi Earle)
Created	10/12/2020
Opening to Fill	L(Limited Number of Openings)
Target Openings	1
Available Openings	1
Business Unit	DOEBU(DOE Business Unit)
Company	DOE(Dept of Education and Training)
Status Code	010 (010 Open)
Reason for Job Opening	Ongoing-Vacated Position
Status Date	11/12/2020
Date Authorized	11/12/2020
Fixed Term Reason Verified	<input type="radio"/>

Employees Being Replaced	
Employee ID	Name
09862038	Gail Ahearn

Staffing information	
Region	AUS
Schedule Type	Full-Time
Work Period	DOE Weekly