



Courage in Wisdom | Hope in Love

Job Description

Title:	Curriculum Administrator
Reports to:	Deputy Head of Secondary – Curriculum Administration
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	0.4
Employment Type:	Contract/12- Months

Position Summary

The Curriculum Administrator provides vital administrative support to the Head of Secondary (HOS), Deputy Head of Curriculum Administration (DOCA), Director of Pathways Counselling and Workplace Coordinator / Careers Coordinator. This role works closely with various stakeholders, including Heads of Learning Areas, Student Services, and external organisations, to facilitate effective curriculum administration. A key contributor to the College's culture, this role helps promote and embody the vision and values of the College in all dealings with students, parents, staff, and the wider community.

Key Responsibilities include:

- Student Information Record System (SIRS): Manage uploads and updates for student enrolments, course changes, and achievement data. Prepare and submit various documents to relevant education authorities.
- Reporting: Assist in the creation, proofreading, and distribution of semester and interim reports. Manage attendance data and ensure reports are available to parents and students.
- Awards Administration: Coordinate the collection and distribution of awards nominations, liaise with staff, and prepare certificates and ceremony programs for the annual awards events.
- COMPASS management: Oversee COMPASS settings, including subject data, marksheets, and syllabus management. Upload reports and test results to COMPASS for student visibility.
- Information Handbooks: Maintains all course information and Subject descriptions.
- Subject Selections: Maintain Subject selection and course description information and assist with parent communication.
- General Administrative Support: Assist in calendar coordination, teacher diary orders, standardised testing, and the compilation of 'What's Happening' communications. Support the organisation of major college events, including graduation and other ceremonies.

This role also includes the maintenance of curriculum handbooks, updating course information, and liaising with various internal and external parties to ensure compliance with educational guidelines and the college's administrative standards.

The Curriculum Administration Assistant should embody the College's ethos and actively contribute to its community, ensuring that decisions are impartial, fair, and aligned with the vision of the school.

This role provides an exciting opportunity to work in a dynamic, faith-driven educational environment where you can make a significant impact on the academic experience of students.



Job Description

The Curriculum Administration Assistant is responsible for a range of administrative duties that support the curriculum delivery and student management for Years 7-12. Working under the direction of the HOS, DOCA, Director of Pathways Counselling and Workplace Coordinator / Careers Coordinator, this role ensures the smooth operation of curriculum-related processes, such as student onboarding, reporting, and subject selections.

Selection Criteria

Essential Qualifications and Experience:

- A personal faith commitment to the Lord Jesus Christ, and the ability to model Christian values.
- Previous experience working in a school or educational setting.
- Proficiency in using education software such as COMPASS, SchoolPro, or similar.
- Previous experience with course enrolment database management.
- Advanced skills in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Strong organisational, communication, and administrative skills.
- Proven ability to manage tasks independently and meet deadlines in a busy environment.
- Current Working with Children Card.

Desirable Attributes:

- Ability to build and maintain positive relationships with staff, students, and parents.
- Capacity to work collaboratively with various departments and external agencies.
- Strong attention to detail and commitment to best practices.
- Knowledge of curriculum administration and educational reporting requirements.
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General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Working With Children Card.
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards



- Generally caring for own safety and that of others, including volunteers, students, and parents.
- First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	