



KINROSS WOLAROI  
SCHOOL

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# Co-Curricular Administrator

## Maximum Term Contract

Candidate Information Pack

Closing Date: 21 May 2023

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May 2023



## About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW Central Tablelands in the city of Orange. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a Co-Curricular complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit [www.kws.nsw.edu.au](http://www.kws.nsw.edu.au). In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



## POSITION OBJECTIVES & RESPONSIBILITIES

The Co-Curricular Administrator provides support to ensure effective and efficient operation of the Co-Curricular program and other areas of the School as required. The Co-Curricular Administrator is required to work within a collegial team environment by supporting and assisting staff as required. The successful candidate will have the skills and experience necessary to be able to handle a broad range of administrative support functions. A good deal of initiative and flexibility is needed to cope with the busy and demanding nature of the position. An in-depth understanding of the overall operations of the School is a necessity.

The Co-Curricular Administrator will liaise with:

- The Director of Co-Curricular
- The Assistant Head of Sport
- Senior Management
- The Transport Supervisor
- Students
- Staff
- Parents
- External bodies



## POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Co-Curricular Administration	<ul style="list-style-type: none"><li>• Provide administrative support for co-curricular programs including but not limited to:<ul style="list-style-type: none"><li>- Preparation of correspondence</li><li>- Processing incoming and outgoing mail on a daily basis</li><li>- Photocopying and filing</li><li>- Meeting minutes</li><li>- Mail outs</li><li>- Maintenance of schedules</li><li>- Coordination of reports and newsletters</li><li>- Database entries and student record management as required</li><li>- Provide professional reception service for Co-Curricular, including the efficient and courteous management of incoming telephone calls and greeting of visitors</li><li>- Liaise between internal School departments as required</li><li>- Registering AICES/ISA/CIS entries for all Co-Curricular</li><li>- Organising and typing of certificates for Co-Curricular Assembly and Merit certificates for all Co-Curricular</li><li>- Creation of all sport team lists and allocations of students once finalised</li><li>- Continual maintenance of sport lists</li><li>- Creation and distribution of team lists and medical lists to MIC's</li><li>- Follow up students without a sport selection</li><li>- Entry of all sporting exemptions</li><li>- Entry of all co-curricular awards into Student notes in the School database</li></ul></li></ul>



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<b>Key Word</b>	<b>Duties</b>
<b>Variations to Routine</b>	<ul style="list-style-type: none"> <li>• Assist teachers-in-charge with the preparation of all documentation and administrative actions required in relation to VTR requests including but not limited to:               <ul style="list-style-type: none"> <li>- Preparation, distribution &amp; collection of documentation, letters and permission documents,</li> <li>- Assist the teacher-in-charge with the preparation of risk assessment documentation, and</li> <li>- Venue bookings and travel arrangements as required.</li> </ul> </li> </ul>
<b>Travel Arrangements</b>	<ul style="list-style-type: none"> <li>• Compile and distribute Co-Curricular Draw and Bus Roster each week, liaising with the Rec Centre Manager and the General Duties Officer</li> <li>• Booking of transport and accommodation requirements for sporting groups</li> </ul>
<b>Event Planning</b>	<ul style="list-style-type: none"> <li>• Co-ordinate Summer and Winter end of Season functions</li> <li>• Organise Summer and Winter end of Season assembly</li> <li>• Creation and maintenance of all events through Trybooking.</li> <li>• Co-ordinate yearly Swimming and Athletics Carnivals</li> <li>• Co-ordinate other Co-Curricular activities as required</li> </ul>
<b>Other duties</b>	<ul style="list-style-type: none"> <li>• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Business Manager and Head of Sport.</li> </ul>

**Professional Review**

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.



## Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be responsive to the directions of the Director of Co-Curricular (the Supervisor).

## SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.



## Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

## Essential Professional Criteria

- Proven ability to respond to customer enquiries in a courteous and helpful manner under a variety of conditions.
- Proven customer relation skills with an understanding of and commitment to providing memorable customer service experiences.
- Demonstrated ability to work independently under broad direction, being able to exercise a high level of initiative and organisational skill.
- Demonstrated ability to plan activities, set priorities and make sound judgements so as to meet goals and objectives.
- Ability to anticipate problems related to the duties and responsibilities and initiate appropriate actions and programs to maintain effective service delivery which satisfies the Schools objectives.
- Highly developed written and oral communication skills, including experience in drafting correspondence
- Highly developed skills in computer software systems, in particular the Microsoft Office Suite with advanced skills in word processing, publishing, presentation applications and database management
- Proven proficiency with spreadsheet applications and a sound level of financial literacy



- Proven ability to research, interpret and reformat information
- Strong knowledge of administration procedures and office equipment

### Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

### Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.





## APPOINTMENT CONDITIONS

Employment will be offered on the basis of a maximum term, part time role commencing by negotiation and ceasing no later than 19 July 2024. The part time hours of work are 8:30am – 4:36pm Monday to Friday during the School's Academic Term.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021* (MEA) as it applies from time to time, or any industrial instrument that replaces the MEA. The position of Co-Curricular Administrator is remunerated at Clerical Officer Level 2.4 of the Enterprise Agreement. In 2023, this rate is \$72,633 per annum (FTE). For the part time fraction of 0.83 FTE, the base salary for the role will be \$60,285.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

### Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



## APPLICATION

To make a confidential enquiry about the position, please contact Paul Dominello, Human Resources and Compliance Manager on [pdominello@kws.nsw.edu.au](mailto:pdominello@kws.nsw.edu.au)

Before submitting your application, please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to [pdominello@kws.nsw.edu.au](mailto:pdominello@kws.nsw.edu.au)

or addressed to

Paul Dominello

Human Resources and Compliance Manager

Kinross Wolaroi School

Locked Bag 4

Orange NSW 2800

*Preferred applicants will be screened in accordance with Child Protection legislation.*