



Melbourne Archdiocese
Catholic Schools



Iona College Geelong

VCE Administrator – Role Description

REMUNERATION SCALE:	Level 2 Category B Education Support
FULL TIME EQUIVALENT:	0.6 FTE with the role anticipating to grow to full-time in the next 3 years
REPORTS TO:	Deputy Principal and VCE Coordinator

STATEMENT OF DUTIES	
Position Overview	This position provides and co-ordinates a range of administrative activities to meet the needs of the VCE Office and the VCE Coordinator. The role requires the highest level of administrative support, organisation, attention to detail and confidentiality. The ability to work with a team to support the wide range of staff and students who access the VCE Office is fundamental to success in the position.
Key Responsibilities	<p>Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Provision of high-quality administrative support for the VCE Coordinator • Provision of information to students regarding their external examinations including performances and orals • Administrative assistance for the VET Coordinator and the registration of VET subjects and their associated units of competence • Coordination and organisation of SAC/OATS special provisions • Assisting the VCE Coordinator to run the GAT, VCE Practice Examinations and VCE November Examinations, including oversight of the provision of special arrangements, completion of exam documentation, registration of external examination supervisors, preparation of supervision rosters, payment of supervisors, separate room bookings, special exam arrangements and assisting with various examination requirements • Provision of transcripts of results and copies of reports for past students • End of year release of results –permission to release results paperwork, download of VCE results, administration/posting VCE certificates/VCAA statements of results • Assistance with the collation and distribution of VCAA results throughout the year

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Skills, Experience and Qualifications	<ul style="list-style-type: none"> • Outstanding communication service skills • Proficiency in ICT • Meticulous attention to detail • Exceptional data entry skills • Ability to manage multiple tasks in a busy working environment • Excellent time management skills • Ability to build good relationships with a range of individuals • Experience in a similar role (desired)
Professional Development	<ul style="list-style-type: none"> • Commitment to the ongoing professional development in your role. • Continue the development of ICT skills and technologies. • Participation in the Annual Review Meeting process. • Maintain professional competence and training. • Uphold professional standards expected of this role.
General	<ul style="list-style-type: none"> • Attend all relevant staff meetings. • Attend whole school events as directed by the Principal. • Follow the College financial requirements in relation to ordering goods.
Other	<ul style="list-style-type: none"> • Undertake other duties related to this role as directed by the Business Manager
Key Relationships	<p>Internally</p> <ul style="list-style-type: none"> • Principal • Deputy Principals • Head of Learning and Innovation • VCE Coordinator • Staff • Students <p>Externally</p> <ul style="list-style-type: none"> • Parents and visitors • MACS • CECV
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the College's child safety policies and code of conduct and procedures. • Obtain a valid Working with Children Check. • Obtain a current National Police Record Check.
Risk and Occupational Health and Safety	<ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety). • Promote and implement occupational health and safety and risk mitigation processes within the College.



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QUALITIES AND CAPABILITIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission. • A commitment to Iona College Vision & Mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • An understanding of child safety, appropriate behaviours when engaging with young people. • A willingness to obtain a Working with Children Check and National Police Record Check. • Be familiar with the legal obligations relating to child safety (mandatory reporting).
Knowledge and Understandings	<ul style="list-style-type: none"> • A comprehensive understanding of the College's policies and procedures. • The appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information.
Skills / Attributes	<ul style="list-style-type: none"> • Proven experience in office management, administration, or a similar role (experience in an educational setting is preferred). • Strong organisational and time-management skills, with the ability to prioritise multiple tasks effectively. • Excellent written and verbal communication skills. • Proficiency in Microsoft Office Suite, school management software (e.g., Synergetic, Compass). • Ability to work independently and within a team environment. • Strong interpersonal skills and a customer-service orientation. • Professional, approachable, and patient demeanor. • High level of discretion and the ability to maintain confidentiality. • Proactive, solution-focused mindset with strong problem-solving skills. • Adaptable and able to remain calm under pressure in a dynamic school environment.
Experience and Qualifications	<ul style="list-style-type: none"> • Proven experience in office management, administration, or a similar role (experience in an educational setting is preferred).
Contract & Conditions	<p>Employment: Ongoing full-time</p> <p>Commencement Date: 28 January 2025</p> <p>Entitlements under the Catholic Education Multi Employer Agreement 2022</p>
Authorised by	Damian McKew- Principal
Date	October 2024

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