

## POSITION DESCRIPTION

	Effective Date:	February 2026
POSITION TITLE:	Administrator – Director of Learning and Teaching	
REPORTS TO:	Director of Learning and Teaching	
EXPERIENCE AND QUALIFICATIONS:	<div><div>1. Relevant technical expertise, including:</div><div><div>• Certificate III in Business/Diploma or relevant qualification is desirable.</div><div>• Practical application in integrated digital systems, including Microsoft 365 (Outlook, Excel, Teams, SharePoint), school databases, Learning Management Systems (LMS) and timetabling software.</div><div>• Superior proficiency in administrative practices and procedures with a focus on accuracy, consistency and continuous improvement.</div><div>• Strong systems literacy with the ability to manage, extract and interpret data to support staffing and operational processes.</div></div><div><div>2. Work Attributes / Mindset</div><div><div>• Demonstrated flexible approach to the role with the ability to multi-task and problem-solve in a dynamic, fast-paced environment.</div><div>• Ability to work both independently and collaboratively as part of a team exercising sound professional judgement.</div><div>• Proven organisational skills with a strong attention to detail.</div><div>• A high degree of initiative, enthusiasm and reliability.</div><div>• Ability to work under pressure whilst maintaining a calm demeanour, solution focus and sense of humour.</div></div><div><div>3. Communication and Interpersonal</div><div><div>• Excellent communication skills (written, verbal, interpersonal) and a strong commitment to customer service.</div><div>• Ability to engage stakeholders with care, consistency and professionalism when coordinating the relief roster</div><div>• Ability to manage confidential and sensitive material with discretion and integrity.</div><div>• Willingness to uphold the ethos and values of the School.</div></div></div></div></div>	
SELECTION CRITERIA	<div><div>• Demonstrated experience in providing quality administrative support in a complex and fast-paced environment.</div><div>• Advanced capability across Microsoft 365, school databases, LMS platforms and timetabling systems.</div><div>• Highly developed organisational skills with the ability to meet strict deadlines and manage competing priorities.</div><div>• Strong interpersonal and communication skills, with the ability to work professionally with a wide range of stakeholders. Understanding of the education or not-for-profit sector in a senior administrative role. (desirable)</div></div>	
POSITION PURPOSE:		
<div><div>To provide high-level confidential administrative and systems-focused administrative support to the Director of Learning and Teaching, ensuring the smooth day-to-day running of the Director of Learning and Teaching's office.</div><div>This role requires a proactive, digitally capable administrator who can anticipate needs, manage complex and competing priorities, and contribute to the consistent, effective and caring delivery of learning and teaching operations across the Senior School. This includes responsibility for the management and co-ordination of the Senior School relief roster to ensure continuity of learning, as well as providing</div></div>		

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administrative support to members of the Learning and Teaching Team, Leadership Team and the broader Academic Leadership Team, as directed by the Director of Learning and Teaching.

#### **KEY RESPONSIBILITIES:**

##### ***Office Administration***

- Provide high-level administrative support to the Director of Learning and Teaching, maintaining strict confidentiality at all times.
- Manage and maintain an electronic diary and ensure that stakeholders are directed as appropriate.
- Ensure efficient organisational structures and systems are in place to facilitate the co-ordination of all activities of the Director of Learning and Teaching's office.
- Prepare correspondence, documentation and meeting minutes as required. Act as one team and undertake other duties as required to ensure the successful delivery of service from the Learning and Teaching team.
- Provide administrative support to the Director of Learning and Teaching with budget management tasks including purchase orders and staff Professional Learning bookings.

##### ***Relief Coordination (Covers)***

- Co-ordinate the administrative aspect of the Senior School covers process following the procedures and practices in place using sound judgement and proactive communication
- Monitor and act on information in the [Covers@pc.wa.edu.au](mailto:Covers@pc.wa.edu.au) email inbox to identify absent staff and allocate relief supervision fairly and consistently.
- Maintain an up-to-date Senior School Relief Teacher Register and, as required, co-ordinate the rostering of external relief teachers.
- Co-ordinate with the absent teacher or their Head of Department to ensure appropriate materials are available for the class to be covered.
- Ensure relief packs and classroom materials are available for all external covers and pass this onto the Relief Teacher on their arrival.
- In conjunction with Human Resources, ensure appropriate documentation for Relief Teachers is current and accurate.
- Ensure the Staff Covers and Absences spreadsheet is maintained for the Senior School and that this meets the needs for HR and Payroll purposes.

##### ***Student Administration***

- Maintain a thorough knowledge of the academic student cycle and the processes and practices required to ensure activities are completed to the appropriate standard and within the required deadlines.
- Upload and maintain up-to-date documentation on the LMS e.g. News notifications, student/parent pages relevant to Learning and Teaching.

##### ***School Events / Student Activities***

- Maintain a thorough knowledge of Senior School events, ceremonies and activities meetings and the input required into these from the Director of Learning and Teaching's office.
- Assist in preparing for Senior School events and activities as designated, e.g. parent information nights, pathway planning meetings, etc.
- Provide administrative co-ordination of the School's PC+ program: bookings, tutors, venue, catering etc.
- Provide administrative support for enrolments with external providers including SIDE and RTOs

##### ***Learning Conferences***

- Co-ordinate the administration processes associated with allocated Learning Conference meetings, including setting up the online booking systems in accordance with the timeline to be followed.
- Act as the conduit between parents and teachers to ensure the smooth running of the event for all.
- Ensure the venue is set up appropriately and that ICT and catering materials are in place on time.

##### ***Curriculum Handbooks / Booklists***

- Ensure Senior School curriculum handbooks are current and updated as required.
- Administration support for subject lists and online booklist process.

##### ***Practicum Teacher***

	Effective Date:	February 2026
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- Co-ordinate practicum placements for university pre-service teachers, ensuring all compliance, documentation and onboarding requirements are completed accurately and on time, in consultation with mentor teachers, Heads of Department and relevant external institutions.

#### **General Duties**

- Provide administration assistance to the Learning and Teaching Team, Middle Leaders and others as directed by the Director of Learning and Teaching.
- Undertake key administrative roles within the Learning and Teaching Team and relieve in these roles as required.
- A team approach to working between the administrative roles in the Senior School (including Senior School Reception) is required.
- Distribute internal and external correspondence as required.
- Monitor the [printingrequests@pc.wa.edu](mailto:printingrequests@pc.wa.edu) inbox for the Senior School and action as required.
- Undertake student filing as required and ensure Senior School student files are well maintained.
- Work as one team and participate in School reception duties as required.
- Any duties required by the Director of Learning and Teaching on a regular or ad hoc basis.

#### **Policies and Procedures**

- In consultation/conjunction with the Director of Learning and Teaching, manage the process for keeping Learning and Teaching policies and procedures current and relevant.
- Monitor Learning and Teaching policy and procedure owners, ensuring they manage the revision of Learning and Teaching policies and procedures within the timelines identified.

#### **Workplace Health and Safety**

- Ensure at all times that duties undertaken comply with all laws, acts, regulations and internal policies and procedures.
- Demonstrate a commitment to workplace health and safety and report all hazards and incidents that the individual is party to or observes in the correct manner and in accordance with policy.

#### **HOURS OF WORK**

This is a full-time position.

Generally, Perth College business opening hours fall between 8.00 am and 5.00 pm.

Some flexibility and out of hours work will be required to facilitate effective input and involvement in the full scope of this position at Perth College. This may include attendance at major school events which may fall out of usual working hours.

For the right candidate - this role can be term time only with an on-campus requirement of 44 weeks of the year. 4 weeks annual leave is deemed to be taken during the School holiday period and the role is administered as TTO 48 weeks per annum.

During term time the hours of work are nominally 7.00 am to 3.00 pm Monday to Friday. Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at Perth College.