Job Description

Position	Reports To	Department	Date Approved
Secondary School Administrator	Assistant Business Manager Head of Secondary	Secondary School	November 2025

Position Purpose

The Secondary School Administrator role plays a vital role in supporting the efficient operation of the College by providing clerical, administrative, and secretarial assistance. This role involves performing a variety of tasks requiring generalist skills and knowledge while also supporting student welfare and wellbeing in office and classroom settings.

The administrator is responsible for ensuring compliance with policies and procedures related to child protection, health and safety, security, confidentiality, and data protection, promptly reporting any concerns to the appropriate personnel.

Organisation Environment

Belmont Christian College operates within a unique and spiritually nurturing environment that combines strong academic and wellbeing foundations with Christian values. The College is a leading Christian PreK-12 College in the Newcastle region that has experienced growth in recent years with over 900 students and 150 members of staff.

The **Secondary School Administrator** role is to support the Secondary School's vision and operations by managing administrative tasks, maintaining records, and ensuring effective communication with all stakeholders. The role includes adhering to policies, safeguarding student welfare, and assisting staff in College processes and emergency procedures. Strong communication, professionalism, and proactive responsibility in this role are essential. Ongoing training and flexibility in duties are required to support the College's routines and goals.

The Secondary School Administrator is required to:

- Read, understand, and adhere to all the College's policies and procedures.
- Take proactive responsibility, under the supervision of the Head of Secondary and the Assistant Business Manager, for safeguarding and promoting the welfare of students in the team.

- Undertake training and professional development as required to keep up to date with current developments.
- To support Head of Secondary and the staff in all aspects of the College's processes and procedures as required.
- Be fully aware of and implement any emergency plans according to College Procedures (e.g. emergency closures, fire alarms etc.).
- To ensure that work is completed in a timely manner and according to confidentiality and agreed procedures.

Key Accountabilities

Area of Accountability	Major Activities	Performance Indicators
Christian Outlook	Demonstrate a Christ-like example in the College ensuring that: • All activities are undertaken with a strong Christian commitment and focus. • Christian servant leadership is exercised with staff, students, parents, and the wider community. • Perform day-to-day duties prayerfully and consistent with a Biblical lifestyle with the aim of bringing glory to God.	• Strategies and actions are aligned to the College's vision and mission. • Conduct is aligned to behaviours outlined in the Statement of Faith and Codes of Conduct.
Mission and Policies	• Support the College's vision, mission, faith, and ethos. • Understand, and adhere to all the College's policies and procedures. • Perform other duties as required, appropriate to the post and commensurate with its grading.	• Align daily actions with the College's mission, policies and ethos. • Foster a faith-based, positive culture.
Administrative Responsibility	• Complete a wide range of administrative tasks to support learning and College routines, such as word processing, managing correspondence, generating booklets, letters, reports and maintaining records. • Schedule appointments, meetings, venues. • Process student attendances and absences, manage related communications with parents. Check staff attendance. • Manage lost property. • Assist staff with all aspects of the College's processes and procedures as needed. • Communicate effectively with parents, staff, students, and the public to represent the College positively and address inquiries, concerns, or complaints with tact and sensitivity.	• Ensure 100% compliance with College administrative expectations. • Resolve procedural gaps promptly and proactively communicate. • Ensure administrative efficiency in an organised and clear manner.

	• Prepare and process parents payments (fees and others). • Maintain records of resources such as stationery, other goods and place an order, source when required. • Report any problems or faults as appropriate to Assistant Manager/IT Support/Property Maintenance; • Maintain and protect the privacy/security of sensitive information in regard to students, parents and staff; • Undertake any additional duties as required by the Head of Secondary, the Assistant Business Manager or the Business Manager. • Organising Parent-Teacher interview space, information nights, catering and refreshments. • Provide examination administrative support, signage and rooming.	
Student Welfare	• Take proactive responsibility for safeguarding and promoting the wellbeing and welfare of students. • Provide first aid assistance to students, especially in the absence of the College Nurse. • Undertake training and professional development to stay updated on current developments.	• Ensure full compliance with safeguarding protocols. • Identify and report welfare risks proactively.
Communication and Safety	• Handle communications with teachers, students and parents promptly and in accordance with agreed procedures via phone, email and parent portal. • Implement emergency plans as outlined in College procedures, including closures and alarms. • Ensure adherence to the College's security and safeguarding procedures by all visitors.	• Timely communication and Support • Provide timely and quality support for staff needs. • Ensure security and safeguarding at all times.

Key Communications

Internal

- Head of Secondary: to assist with the administration related to Secondary School activities.
- Assistant and Business Managers: to seek guidance and support on administrative matters.
- College leaders: to collaborate on planning and improvement initiatives.
- Staff: to communicate on aspects related to Secondary School.

External

- Parents & Carers
- Vendors
- Other visitors

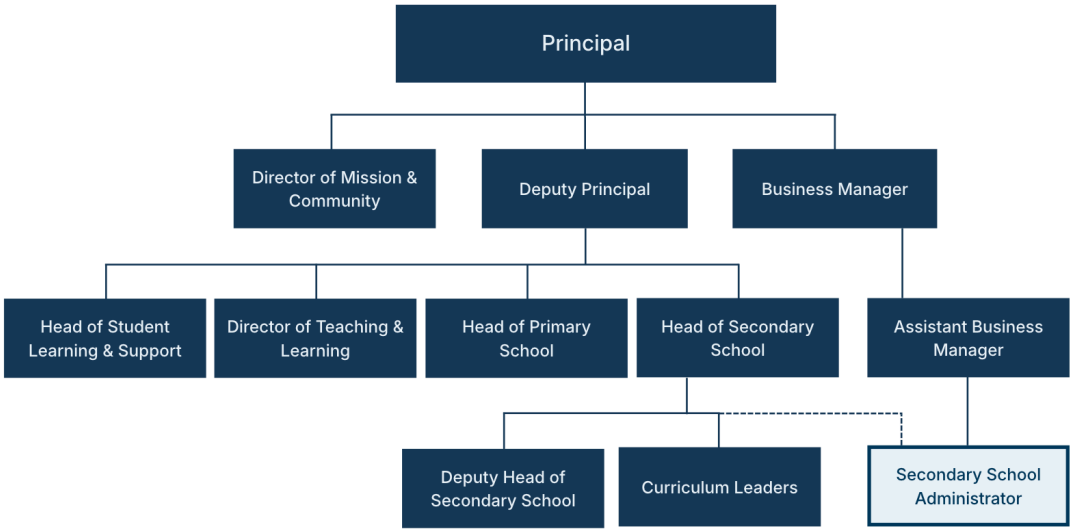
Challenges

- Quick thinking given the dynamic needs of the department.
- Being consistent in providing support.
- Continued integration of Christian perspectives into everyday activities.

Knowledge, Skills and Experience: Inherent requirements

- It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision and practice of the College as stated in:
    - the College Statement of Faith,
    - the Staff Pledge that is recited annually at the Staff Commissioning Service, and
    - the College Codes of Conduct.
- Current Working with Children Check
- Proficiency in IT applications, including Email, Word, Excel, Google tools, and Mail Merge.
- Minimum of 2 years experience in a customer service, in a school environment;
- Experience of general clerical and administrative duties;
- Desirable - knowledge of the Sentral School Information System.
- Minimum Certificate II or III in Business/School Administration or equivalent, or substantial experience;
- Excellent literacy and numeracy skills;
- Willingness to undertake further professional development.
- Knowledge of and a deep commitment to child safety in an education setting.

Organisation Chart



Selection Criteria

- It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision of the College.
- Current Working with Children Check
- Proficiency in IT applications, including Email, Word, Excel, Google tools, and Mail Merge. Skilled in using relevant technology and equipment effectively.
- Experience of general clerical and administrative duties;
- Deliver tasks with minimal supervision with a strong attention to detail with accurate data entry abilities.
- Excellent typing and keyboarding skills.
- Demonstrated experience in the following competencies and abilities:
    - Effective verbal and written communication skills.
    - Outstanding interpersonal skills with a calm and professional demeanour with staff, children and families, and team collaboration.
    - Demonstrates confidentiality, integrity, enthusiasm and discretion at all times.
- Knowledge of and a deep commitment to child safety in an education setting.

Incumbent name _____

Incumbent signature _____ Date _____