



POSITION: Administrative Assistant

REPORTS TO: Business Executive Leader

LOCATED: Multi Campus locations

- Bourke Street City,
- High Street Prahran,
- Harvester Road Sunshine
- Kings Way South Melbourne
- Werribee

DATE UPDATED: June 2024

TIME FRACTION: Full time

ORGANISATIONAL ENVIRONMENT

Hester Hornbrook Academy is a Special Assistance School which provides flexible education and learning options, including VETis (Vocational Education and Training in Schools), VPC (Victorian Pathways Certificate), VM (VCE Vocational Major), VCE and an *extend* program offering a variety of elective subjects. Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students. Our HOPE – Healing Orientated Program of Education informs our Practice model which ensures the integration of academic intervention and growth with wellbeing and life skills. Teachers, Youth Workers, and Education Support Officers (ESOs) work together in a collaborative manner to support students to reach their individual goals. Our students include those who have disengaged from mainstream education, are young parents, currently in or leaving out of home care, experiencing homelessness and those who may be experiencing mental health challenges or learning difficulties.

JOB CONTEXT

Each Hester Hornbrook classroom is supported by a multidisciplinary team comprised of a teacher/ VETis trainer, educational support staff and youth worker. The classroom team collaborates to provide a safe, respectful, and productive learning environment, where learning for wellbeing and wellbeing for learning go hand in hand. The team works in partnership with the students to understand and address the barriers to learning, to set and achieve academic pathways and other life goals. All staff bring different and overlapping skills and experience to the classroom and are required to role model effective teamwork to provide a holistic response to the students' educational needs.

All roles within Hester Hornbrook can have a classroom allotment, this may include classroom instruction, The delivery of learning activities, the supervision of students, assertive outreach, and involvement in our other programs which support students to attain educational success.

JOB PURPOSE

The Administrative Assistant provides administrative support to ensure efficient operation of administration functions within Hester Hornbrook. This role supports the Principal and Exec Leadership through a variety of tasks related to organisation and communication. The Administrative Assistant is responsible for confidential and time



sensitive material and will rely on experience and judgement to plan and accomplish goals and meet timelines .

This position will work alongside the rest of the Hester Hornbrook Academy administration team to ensure that a collaborative team approach meets funding and relevant important timelines

Where required this position will also support relevant staff with program specific administration tasks and provide high quality, responsive educational support to young people and staff of the Hester Hornbrook Academy.

A high level of professionalism, efficiency and timely communication are integral to this role along with strong organisational skills, attention to detail and the ability to manage multiple tasks simultaneously.

JOB EXPECTATIONS

Duties of this role may include but are not limited to the following:

- Manage the Hester Hornbrook Admin Inbox, distribute all messages efficiently to relevant staff, students and members of the school community.
- Coordinate all staff events ,travel and catering where required, including bookings, liaising with travel agents and ensuring details are adequate and correct for events and travel.
- Maintain and review Whole School and Administration Calendar, keeping key dates throughout the year updated.
- Manage and maintain Staff and Student Apparel , New staff and Student Stationary Packs, order staff name badges and merchandise supplies. Track and maintain stock control and distribute across campuses as required to staff and new students.
- Assist the Admin team with all stages of enrolments at peak periods.
- Track and maintain School Policies - review at appropriate dates and upload to policy centre.
- Provide support with HR administration processes. In MyHR - upload documents, send unsuccessful emails through recruitment projects, provide support with interview process and coordinating interviews times.
- Ordering staff gifts, special event acknowledgments , office supplies as required across the school
- Have full oversight of Student VASS statements of results, ensuring they are mailed to all students once received, develop initial process for this to occur on a consistent basis.
- Undertake administrative tasks as required by the Executive Leadership Team and other Hester Hornbrook staff.
- Participate in regular supervision, whole school and campus meetings, the performance review processes and professional learning as required.
- Ensure that all Child Safe, risk management and HHA documentation is adhered to.
- Perform other duties and responsibilities, as directed by the Principal or their delegate.



KEY RELATIONSHIPS

This position may have relationships with a diverse range of HHA and MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

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|-------------------------------|--|
| Internal Relationships | <ul style="list-style-type: none">• Employees from the Hester Hornbrook team (e.g. Youth Workers, Teachers & ESOs)• Employees from the Education, Wellbeing, Living Learning & CAPE team• Students |
| External Relationships | <ul style="list-style-type: none">• Education Partners• Relevant community services providers• Student's communities. |

KEY SELECTION CRITERIA

Applications to include a Cover Letter which highlights **how you have previously assisted a young person to improve their literacy and numeracy skills, leading to learning for wellbeing** and a current CV with referees.

The following key selection criteria must be addressed in the application in order to be short listed for this position:

1. Proven ability to work collaboratively as part of a multidisciplinary team to support educational interventions for young people to enable them to develop learning for wellbeing and achieve educational success.
2. Experience working with young people, young people who identify as LGBTQI+ young people and young people from diverse cultural backgrounds in a trauma informed setting, who have existing barriers to education.
3. Ability and/or experience in providing administrative services in a school environment including high level of skills in Microsoft Office Suite of applications and ability to learn and understand school systems eg: Sentral ,Edval, DigiStorm, Canvas
4. Understanding of database maintenance and management of confidential highly sensitive data.
5. Demonstrated capacity to work flexibly, and the ability to manage competing demands as is the case in a Secondary School setting.
6. Understanding of relevant legislation, including Child Safe Standards as they are relevant to a Senior Secondary School setting.

OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

HHA/MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees



and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all HHA/MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
PARTNERSHIPS	Collaboration & Cooperation Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things.
PARTNERSHIPS	Influence & Persuasion Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with.
PARTNERSHIPS	Credibility & Integrity Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised as being principled and as having expertise as a leader.
REPUTATION	Provable Results Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.
REPUTATION	Disrupting Disadvantage Promotes fairness and seeks to provide added advantage and opportunity to those who would normally be disadvantaged.
PEOPLE	Resilience & Bounce Back Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.
PEOPLE	Builds Capability & Realises Potential Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.
PEOPLE	Safety First Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.



OUR VALUES

Employees are expected to commit to and demonstrate HHA/MCM's values:

TOGETHER

- We are inclusive and accepting of difference.
- We work in highly effective teams and our people are connected across our organisation.
- We engage proactively with others to deliver outcomes.

COURAGEOUS

- We speak up constructively in line with our convictions.
- We pursue our goals with determination.
- We are passionate about our advocacy role.

CURIOUS

- We are inquisitive and ask why.
- We challenge the status quo.
- We actively explore the alternatives.

OPEN

- We are transparent and have genuine, honest interactions.
- We listen and hear people's voices.
- We value and respect the autonomy of clients.
- We trust one another.

ACCOUNTABLE

- We act safely in all our interactions.
- We manage within our financial and resource boundaries.
- We own our outcomes and decisions.
- We are proud of the work that we do.