



LOURDES HILL COLLEGE

A School of Good Samaritan Education

Position Description

Administrative Assistant – Daily Operations and Staffing

Lourdes Hill College educates young women to embrace life and a passionate love of learning in a nurturing, inclusive and innovative Catholic learning community. We equip each person to reach their potential and boldly embody Benedictine values, listening actively with the 'ear of the heart'. Our overarching vision is to be universally recognised for empowering generations of young women to be a transforming Benedictine presence in our world.

Position Overview

The Administrative Assistant – Daily Operations and Staffing provides key administrative, team and operational support to the Senior Deputy – Head of School. Working closely with the Senior Deputy and other members of the Middle and Senior Leadership Teams, this role ensures the effective coordination of daily staffing, timetabling, and communication and organisational processes that underpin the smooth running of the College.

In addition to supporting the Senior Deputy, this role provides day-to-day leadership and coordination of the College's support staff team, fostering collaboration, clarity, and efficiency in the delivery of services across the school.

This position plays an important role in supporting the learning environment of the College. By managing staff absences, coordinating relief teachers, and assisting with scheduling, the Administrative Assistant helps ensure that classrooms are covered and learning continues without interruption.

Duties and associated indicators of successful performance include:

Mission Stewardship

- Demonstrate a professional, caring, and service-oriented approach that reflects the College's Benedictine values and the spirit of the Good Samaritan.
- Contribute to the welcoming and hospitable culture of the College through respectful and compassionate communication with staff, students, and families.
- Support the organisation of College events as directed by the Senior Deputy – Head of School.

Administrative and Operational Support

- Provide high-level administrative support to the Senior Deputy – Head of School, including correspondence, scheduling, documentation, and meeting coordination.
- Maintain accurate and up-to-date records, databases, and staff-related operational documentation.
- Maintain and update the College calendar in collaboration with key staff, ensuring information is current, consistent, and accessible to the College community.
- Support the effective management of Activity Proposals and Excursion Management Plans, ensuring processes are accurate, complete, and align with College standards for safety and care.
- Assist with the preparation of reports, communication, and presentations required for operational or strategic purposes.
- Liaise with internal and external stakeholders to support the effective delivery of College programs and initiatives.



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Daily Operations and Staffing Coordination

- Receive and record staff absence notifications each morning, ensuring accurate entry and timely communication to relevant staff and systems.
- Coordinate the allocation of casual and relief teachers, maintaining an up-to-date pool and confirming bookings in a timely and professional manner, ensuring adherence to enterprise agreement requirements.
- Prepare and distribute daily staff coverage information, ensuring accuracy and clarity for all staff.
- Assist in identifying and resolving operational issues that may impact the daily functioning of the College.

Timetabling and Scheduling Support

- Support the maintenance of the College timetable by entering and updating staff, class, and room data in relevant systems.
- Assist with adjustments and temporary changes to timetables as required.
- Work collaboratively with the Senior Deputy to ensure information accuracy and effective communication to staff, parents and students.

Support Staff Leadership and Coordination

- Provide day-to-day leadership and support to the College's support staff, fostering a collaborative and positive team culture.
- Oversee rostering and workload management to ensure effective deployment of support staff in line with College needs.
- Ensure support staff are equipped with the resources, communication, and guidance necessary to perform their roles effectively.

Collaboration and Communication

- Work collaboratively as part of the College Operations Team to ensure effective coordination of programs, events, and schedules and processes.
- Maintain clear, professional, and respectful communication with all members of the College community.
- Uphold confidentiality and discretion in all matters, particularly those relating to staff and students.
- Contribute to a positive and collegial working environment that reflects the College's values and commitment to excellence.

Policy, Compliance, and Systems Support

- Adhere to College policies, procedures, and risk management practices in all administrative and operational processes.
- Assist with the preparation of compliance documentation and records as required.
- Support the implementation of emergency and risk management procedures, ensuring readiness and attention to detail.
- Promote consistency in administrative practices and contribute to ongoing process improvement.



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Other Duties

- Any other duties as required by the Senior Deputy Principal / Head of School.

Other Information:

This role reports directly to the Senior Deputy Principal / Head of School.

Key Relationships

- College Leadership Team

Qualifications and Experience

- Certificate or Diploma in Business Administration or related field, or equivalent experience in a school administration setting
- Demonstrated experience in administrative and operational support, preferably within an educational environment
- Proficiency in Microsoft Office Suite and familiarity with school management systems (e.g., TASS or Edval)
- Strong organisational skills and attention to detail with the ability to manage competing priorities and deadlines
- Excellent interpersonal and communication skills with a commitment to confidentiality and professionalism

Term of appointment

This role is a full time, fixed term contract for 12 months, classified as a School Officer, Level 6 under the *Catholic Single Collective Enterprise Agreement Religious Institute Schools of Qld 2023-2026*.