Christ Church Grammar School

DUTY STATEMENT

Acting Academic Administrator

DATE: October 2026
TIME: Fixed Term (12 Months Parental Leave Cover)
STATUS: Full-time, 1.0 FTE – 7.00am to 3.00pm
HOURS: 37.5 hours per week. Annual and other leave to be negotiated and taken when mutually agreed and preferably during school holidays
FACULTY/AREA OF RESPONSIBILITY: Senior School Studies Office

POSITION CONTEXT:
Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the school overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1850 including boarders.

LINE MANAGEMENT:
Reporting directly to the Deputy Principal/Director of Studies

WORKING RELATIONSHIPS:
The Academic Administrator is part of the Senior School Studies Office team of 4 people

DUTIES AND RESPONSIBILITIES:

Relief

- Coordinate daily relief for absent teaching staff in the Senior School
- Maintain the operation of the Staff Relief Roster and co-ordinate/update external relief teacher lists in the Senior School
- Plan in the longer term for the Relief Roster of staff for various activities such as excursions, camps, Staff Professional Development, and school tours in the Senior School

Timetable

- Update and maintain the Year 7 to 12 academic timetable as the year progresses, including student, teacher and class timetables, student enrolments and subject changes.
- Liaise with Academic Administrator equivalent at MLC to ensure correct enrolment status for MLC students
- Update and correct data in Synergetic for CCGS students to ensure information uploaded to SCSA is correct
- Input MLC student details
- Manage Assessment Period staffing, rooming, and communication
- Assist with schedules and procedures associated with testing, including standardised testing such as NAPLAN, OLNA and PAT
- Maintain daily room changes required to accommodate alterations to the normal school schedule
- Periodic update of the Learning Management System to reflect student enrolment

School Curriculum and Standards Authority (SCSA) Compliance

- Responsibility for SIRS/SRMS data uploads to SCSA including SRGDG, OFCOS, ENCOS, RSCOS, VET, Endorsed, Workplace learning courses, and BrightPath
- Liaising with SCSA data services as requested

Additional duties

- Support the day-to-day operations of the Senior School Studies Office

KEY RESULT AREAS

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken
- Exercise judgment and solve problems within the scope of the position
- Undertake tasks with accuracy, professional competency and within prescribed deadlines
- Maintain confidentiality at all times
- Undertake safe work practices
- Undertake other duties as directed

Team Participation:

- Work closely and co-operatively with all staff members
- Contribute positively and constructively with the School community
- Ensure performance consistent with the mission, values and ethos of the School

Customer Outcomes:

- Exhibit awareness of the need for sensitivity and confidentiality in dealing with all members of the Christ Church community together with those in the wider community
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met
- Deliver exceptional customer experiences

EXPERIENCE AND QUALIFICATIONS

This position requires:

- All applicants must have a current National Police Certificate, completed a Working with Children Check and eligibility to work in Australia
- The technical skills required in the role will mean that the Academic Administrator may be required to undertake professional learning in the software packages utilised

The person must have:

- Excellent people and communication skills. The Academic Administrator will be sympathetic to the day-to-day requirements of teaching, but confident enough to assign all teaching staff to relief and timetable duties
- Skills in the effective use of Word, Excel, PowerPoint, Outlook and a disposition for development in the use of such technologies
- Proven ability to work as a member of a team
- Possession of logical and lateral thinking skills
- Advanced organisation, management and record keeping skills
- Flexibility and a willingness to adapt to changing needs and requirements of the position
- The ability to work autonomously, prioritise work and deliver to deadlines

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behaviour standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.
- Participate in professional learning covering the Staff Code of Conduct and all school policies and procedures at least biennially

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SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School (Support Staff Enterprise Bargaining) Agreement 2025 or the agreement of the day
- A School issued laptop
- Opportunity to further your career through Professional Learning and study considered
- Salary will be negotiated according to qualifications and years of experience