ST GREGORY'S COLLEGE IS AN INDEPENDENT K-12
(K-6 CO-ED AND 7-12 ALL BOYS) DAY AND BOARDING SCHOOL CONDUCTED BY THE MARIST BROTHERS

APPLICATIONS ARE INVITED FOR THE FOLLOWING POSITION:

ADMINISTRATION OFFICER – K-12 INCLUSIVE EDUCATION

About the Role
Temporary fulltime position – 27 January 2027 to 10 December 2027
Parttime will be considered for the preferred candidate

Classification
Support Staff at the College are employed under the NSW Catholic Independent Schools (Support Staff-Model B) Multi-Enterprise Agreement 2023

Commencement date: 27th January 2027

How to Apply

- Applications should be addressed to the Acting Deputy Principal, Mr Luke Morrissey.
- Applications must be emailed to employment@stgregs.nsw.edu.au with the following:-

Cover Letter (maximum one page)

- Introduce yourself, the reasons you are applying for the position and why you are a highly suitable candidate for the role.

Application Form

- Complete all of the details and answer all questions, including providing referee details.
- A copy of the Application Form is available in the Employment Section on the College website. http://www.stgregs.nsw.edu.au/employment

Resume

- Work history, educational qualifications, other relevant professional and personal experiences.

Additional Information

- We invite you to visit our website http://www.stgregs.nsw.edu.au/employment to obtain the Position Description, Application Form and further information about the benefits of working at St Gregory's College.

Enquires may be directed to the Human Resources Coordinator on 02 4629 4125.

Closing Date for applications: 27 November (4.00pm)

Applications without all of the required information may not be considered for shortlisting.
Successful applications must comply with the Children's Guardian Act 2019.
St Gregory's College is an Equal Opportunity Employer

ADMINISTRATION OFFICER – K-12 INCLUSIVE EDUCATION

Position Description

Position Title: ADMINISTRATION OFFICER – K-12 INCLUSIVE EDUCATION

Responsible To: The College Principal through the Head of Inclusive Education K-12

Tenure: Temporary Full time, unaveraged.

Agreement: NSW Catholic Independent School (Support Staff - Model B) Multi-Enterprise Agreement 2023

Classification: Level 4, School Support Staff

Our Purpose

The purpose of St Gregory's College is to provide and promote holistic education which strives to enhance the spiritual, intellectual, social, cultural and physical potential of young people. The staff seek to do this within a caring, safe and challenging faith community.

Our Vision

A Catholic Marist community Committed to the holistic education of young people, in a spiritually centred, inclusive and caring environment.

Our Mission

To be a leader in empowering young men and women to be agile learners, who develop a love of learning in a dynamic environment, promoting in our students strong minds and gentle hearts.

Role

To provide Administrative support to the Inclusive Education team.

Key Responsibilities and Duties

1. **Meeting Management & Governance:** Schedule, organise, and construct agendas for faculty meetings and Collaborative Planning Meetings.
2. **Process Improvement:** Continuously review, refine, and optimise administrative systems and operational processes within the Inclusive Education team to improve overall efficiency.
3. **Financial & Inventory Control:** Maintain inventory levels, manage specialised resource registers, and place official orders for stationery, testing materials, and learning support equipment.

4. Confidentiality - high levels of discretion and privacy.
5. Welfare, Health and Safety - compliance with all policies and procedures.

Exam & Assessment Provision Logistics

- **Master Provisions Tracking:** Build, maintain, and continuously update the master Exam Provisions Spreadsheet across Years 7–12.
- **Individual Profiles:** Generate, verify, and distribute Individual Exam Provision Profile Sheets to eligible students and teaching staff prior to every assessment block.
- **Logistical Setup & Baskets:** Physically prepare and assemble "Exam Provisions Baskets" for assessment rooms (ensuring targeted accommodations, specialised assistive technology/laptops, sensory tools, reader/writer paperwork, and supervisor instructions are organised).
- **Supervision & Rooming Coordination:** In conjunction with the Inclusive Education teachers, coordinate rooming, timetabling, and supervisor/teaching staff allocations for Year 7-10, and 11and 12 assessment periods and HSC trial exams.
- **On-the-Ground Support:** Provide active, operational administrative backing during peak assessment and standardised testing windows (e.g., NAPLAN, Year 10–12 Exam Blocks) to resolve rooming or provision adjustments in real time.

NCCD Compliance & Legislative Data Registries

- **Compliance Maintenance:** Collate, input, and maintain critical data for legislative compliance within the College Student Management System (Sentral), and the Catholic Schools NSW Personalised Plan System
- **Evidence Gathering & File Audits:** Audit student files and systematically gather evidence (eg teacher feedback reports, work samples, specialised timetables, and specialist reports) to assist in ensuring all adjustments meet NCCD and Disability Discrimination Act (DDA) audit standards.
- **Intervention Registers:** Maintain the administrative workflow for the Personalised Planning (PP) Tool and Tier 2/3 Intervention registers.
- **Student Data Transfer:** Manage the administrative workflow for transferring incoming and outgoing student diverse learning profiles and NCCD records between schools.

Personalised Student Plans & Diagnostic Data Integrity

- **Diagnostic Data Tracking:** Systematically record and update diagnostic data—including NAPLAN, YARC, PAT—directly into student plans.

Senior School & NESA Stage 6 Disability Provisions

- **NESA Documentation:** Assist the Inclusive Education Team with the collation, documentation, and submission of formal NESA Stage 6 (HSC) Disability Provisions applications.
- **Documentation Tracking:** Actively follow up on missing specialist reports, medical documentation, work samples, and required student/parent signatures for NESA compliance pipelines.

Medical & Healthcare Administration

- **Healthcare Plans (IHPs):** Assist in tracking Healthcare Plans (HCPs) and Emergency Response Plans (e.g., Anaphylaxis, Epilepsy, Type 1 Diabetes) under the guidance of the Health Centre for NCCD purposes.

Stakeholder Communication & Liaison

- **Departmental Mailouts:** Act as the primary sender for departmental communications, including issuing formal Intervention Letters, finalised IPs, and QuickSmart/Literacy program details following review cycles.

Knowledge, Skills and Experience

- Outstanding interpersonal skills, with the demonstrated ability to build rapport and interact effectively with a wide range of stakeholders, including with staff, parents and students.
- Demonstrated experience providing high-level administrative support, managing complex spreadsheets, data registers, or Student Management Systems (e.g., Sentral, Synergetic, Compass) with a high degree of accuracy and attention to detail.
- Outstanding written and verbal communication and presentation skills, including demonstrated proficiency with English language skills including grammar, spelling and punctuation.
- A solution-oriented person, with the demonstrated ability and a strong desire to identify and bring about significant and continuous improvement in processes and systems.
- Strong organisational and time-management skills, with the demonstrated ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing work tasks.
- Excellent management of documentation, including electronic and hard copy files with a system of easy-to-find categorisation.
- Demonstrated high-level computer skills with databases such as Sentral and other computer systems along with high-level proficiency with Microsoft Word, Excel, Office and Google Docs.
- Relevant post-secondary training and/or qualifications or significant and substantial technical and procedural knowledge and skills which is comparable with post-secondary training.
- Knowledge and experience in the independent Catholic school sector.

Other

- Supports the values and ethos of a Catholic school in the Marist tradition.
- Supports the community through the continued promotion of the vision and mission of the College.
- Operates effectively in a collaborative team environment through maintaining excellent rapport and strong professional working relationships with colleagues.
- Organisational & Time Management Skills: Proven capability to handle competing priorities—particularly during peak assessment, NAPLAN, and HSC exam windows.
- Communication & Interpersonal Skills Exceptional written and verbal English skills, with the ability to liaise empathetically and professionally with students, parents, school staff, executive leadership, and external stakeholders.
- Educational & Compliance Knowledge (Highly Regarded Prior experience in a school environment and familiarity with the NCCD framework, DDA/Standards for Education, NESA Stage 6 Disability Provisions guidelines, or Individual Student Plans.
- Discretion & Safeguarding: Demonstrated ability to manage highly sensitive, confidential student and medical information with strict professionalism, accompanied by a sound understanding of child safeguarding values and professional boundaries.
- Demonstrates a passion and drive to achieve the best possible outcomes in serving all of the students and families of the College.
- Demonstrates empathy, respect, tolerance and acceptance amongst staff, students and parents.
- Extremely well presented with a professional, positive, warm and welcoming disposition.
- Demonstrates high levels of confidentiality.
- Demonstrates a strong work ethic and an enduring commitment to providing exceptional service.
- Flexibility and adaptability in responding to change and the challenges of a fluid environment.
- A person of high integrity, cultivating trust, credibility, honesty and loyalty.