

“In seeking to serve God faithfully, The Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together.”

Scots to the Fore: Brave Hearts Bold Minds – Our Strategic Intent 2025-2034

Position Title:	Senior School Administrator
Department:	Senior & Middle School
Location:	Senior School, Bellevue Hill
Reports to:	Administration and Events Team Leader
Functional Relationships:	Deputy Principal (Academics), Deans, Heads of Department, Senior Master, Information Technology and Learning Enrichment
Positions Reporting into This Position:	Nil
Date Position Description Approved:	May 2026

Primary Purpose of This Role

To provide professional coordination and management of the Senior School's curriculum and academic administration systems. This role ensures the integrity of student data, manages complex scheduling logistics, and oversees NESA and College compliance to support the seamless operational delivery of Senior School requirements and student academic services.

Key Accountabilities

- **Data Governance & Integrity:** Ensure 100% accuracy in the management of student academic records, results, and NESA-related data.
- **Operational Excellence:** Execute complex scheduling and logistical solutions for staff allocations, rooming, and facility resources.
- **Compliance Management:** Maintain the College's standing with regulatory bodies through meticulous oversight of HSC, Preliminary, and NAPLAN administrative requirements.
- **Stakeholder Synergy:** Act as a central administrative liaison to facilitate effective communication and workflow between academic leadership and teaching staff.
- **Reporting & Communication:** Deliver high-quality, accurate academic reports and coordinate large-scale parent engagement events.

Major Areas of Responsibilities

- **NESA & Curriculum Administration:** Manage data entry and validation for Year 12 HSC, Year 11 Preliminary, and Year 10 Stage 5 grades; coordinate NAPLAN and National Minimum Standards administration and audit documentation.
- **Assessment & Markbooks:** Lead the creation and publication of term-specific markbooks via Google Sheets and Synergetic, ensuring results are accurately reflected on student/parent dashboards.
- **Academic Reporting Cycles:** Oversee the end-to-end production and quality assurance of academic reports for Years 7–12, ensuring consistency in grading and formatting.
- **Event & Examination Coordination:** Manage the logistical framework for Parent-Teacher Interviews, including scheduling and technical support, and coordinate the administrative requirements for all formal examination blocks.

- **Operational Support:** Assist with resolving day to day rooming issues and classroom needs on an as-required basis to ensure smooth daily operations.

The scope of the job may change as necessitated by business demands and involvement in additional projects as required is also an expectation.

Competencies

- **Operational Excellence and Problem Solving:** The ability to navigate complex logistical "puzzles" in scheduling and resource allocation with a strategic and solution-oriented mindset.
- **Meticulous Data Stewardship:** A commitment to 100% accuracy in data governance, ensuring the integrity of the College's academic records and NESAs compliance.
- **Collaborative Resilience:** The ability to work adaptively within a high-pressure, team-based environment while maintaining professional composure and a spirit of service.

Skills

- **Systems Proficiency:** Expert-level mastery of school-specific systems including Edval, Synergetic, and Schoolbox.
- **Advanced Data Management:** High-level proficiency in Google Sheets, specifically the use of vlookups and complex data validation to manage large academic datasets.
- **Logistical Coordination:** Demonstrated ability to manage multidimensional schedules, rooming priorities, and large-scale event logistics (e.g., Parent-Teacher Interviews).
- **Professional Communication:** High-level written and verbal skills for professional liaison with Deans, Heads of Department, and the parent community.
- **Administrative Precision:** Meticulous attention to detail in the preparation of academic reports and NESAs documentation.

Knowledge

- **Educational Compliance:** Thorough knowledge of NESAs requirements and the administrative rigor required for HSC, Preliminary, and NAPLAN data integrity.
- **Information Management & Systems Auditing:** A strong understanding of how academic data and scheduling information integrate across college systems to ensure reporting accuracy.
- **Academic Workflows:** Understanding of the secondary school academic cycle, from assessment creation and markbook management to the publication of formal reports.

Values/Behaviour

- **Adaptability:** A flexible approach to problem-solving and the capacity to manage multiple concurrent priorities and shifting deadlines with professionalism.
- **Team-First Ethos:** A proactive and collaborative mindset with a demonstrated willingness to assist others and contribute to the broader success of the College's administrative team.
- **The Quest for Excellence:** Demonstrate adventure, curiosity, creativity, and growth in all operational tasks.
- **Our Faith and Tradition:** Demonstrate respect for our faith and tradition, which inspires trust, honour, loyalty, and commitment.
- **Leadership Through Teams:** Demonstrate leadership through teams in a spirit of service, compassion, humour, and community.

Essential Requirements

Working with Children Check: Current and valid NSW Working with Children Check (Employee) clearance is a mandatory requirement for this position.