



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Appointment of

**College Administration
and Bus Coordinator**



Contents

1.	College Overview	3
2.	Our Mission	4
3.	College Values	4
4.	Child Protection Statement	4
5.	Position Overview	5
6.	Key Responsibilities	6
7.	Key Selection Criteria	7
8.	Relevant Skills, Knowledge and Experiences	7
9.	Conditions of Employment	7
10.	Application Process	8





College Overview

Founded in 1987, Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for 2,100 students across two campuses, located in Taylors Lakes and Keilor. Overnewton strives to be an inclusive learning community, providing a respectful environment where all students can aspire to excellence in a broad range of curricular and co-curricular programs. We value our Christian foundation, and the importance of parents as active members of our College, working in partnership to prepare our students to be mentally, physically and spiritually ready for life.

All staff participate fully in the life of Overnewton, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton as an employee means being part of a motivated, caring and professional community, innately believing that students are at the centre of all that we do. The College is a nurturing, passionate and inspiring environment where our engaging programs, progressive pedagogy and excellent pastoral structures ensure that every child and young person can feel a sense of connectedness, purpose and pride.

Four schools, two campuses, one college

The College is organised into four sub-schools;

Canowindra Campus (Taylors Lakes)

Junior School (Prep – Year 4)
Year 9

Yirramboi Campus (Keilor)

Middle School (Years 5 – 8)
Senior School (Years 10 – 12)

Each School has its own Head of School and leadership team, and is functionally self-contained. This structure offers the intimacy of a small-school community, whilst being supported by our large campus facilities and resources.

Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation. We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.



Our Values

Our Christian Foundation binds and informs our values.

All members of the community are encouraged to grow spiritually and explore their faith. Our College values are;

1. Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

2. Respect

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

3. Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

4. Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.



Proudly Anglican

Our Christian foundation informs and strengthens our contemporary practice and Anglican identity. The College has a Chaplain and every child attends Chapel regularly. Christian festivals are celebrated, Christian values are promoted and active faith is encouraged. Religious Studies is taught from Prep to Year 11. We are an open and safe place for children and staff of all faiths, and no faith, and welcome their contribution to our spiritual life.

Strong academic outcomes

We provide a wide range of VCE subject choices, including the Vocational Major, as well as excellent student support services. We are proud of our open enrolment policy, welcoming students from a wide variety of backgrounds and knowing that every student is an individual, with their own learning needs. We strive for outstanding outcomes for every student and our consistently strong VCE and NAPLAN results are evidence of the strength of our programs to promote personal excellence for all.

Parental involvement

Recognising that education is a partnership, the College seeks high parental engagement and each family currently contributes 12 hours of service to the College per term. There are many parent working groups helping in areas such as classroom assistance, gardening, yard duty, administrative support, catering, canteens and the annual fair. There are also regular working bees at each campus. The parental involvement is a key to the success of a student's experience in the College. Students attend the College knowing they have the complete support and commitment of their parents behind them.



Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse.

Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

Position Overview

Position Title	College Administration and Bus Coordinator
Campus:	Yirramboi Campus
Reports to:	Personal Assistant to the Director of Business and Finance
Time Fraction:	1.0
Tenure:	Ongoing
Effective date:	May, 2024

Position Summary

Reporting to the Personal Assistant to the Director of Business and Finance, the role oversees the coordination of efficient running of the bus services to and from the College, as well as supporting activities associated with daily school business operations, finance and board associated activities.

With a requirement to work Monday to Friday, the role is responsible for setting up the annual bus bookings and routes. Commencement of this planning occurs in December with a major part of the coordination occurring early in the year, where return to the office after the December holidays, is required in early January annually, without exception.

With outstanding administration skills, the incumbent is often the face of the College, responsible for warmly meeting and greeting college guests and positively supporting staff, families, and community groups. The role requires the strong formation of relationships, and the highest level of integrity and accountability.

Supporting daily business operations could include varied routine tasks from filling, the photocopier and answering the switchboard, to supporting data collection, and high-level support on Board related matters.

Position Relationships

Internal

- Principal
- Deputy Principal Heads of Campus
- Director of Business and Finance
- Heads of School
- Deputy Heads of School
- Personal Assistant to the Director of Business and Finance
- Administration Staff at the College
- Parents/Guardians
- Students

External providers to the College

- Couriers and Australia Post
- Representatives of the external Bus Company





Key Responsibilities

General College Administration

- Greeting college visitors and supporting them to reach their intended destinations.
- Support with switch board operations, including relieving school-based administration staff and other team members during breaks as requested.
- Accept and distribute incoming deliveries and mail.
- Coordinate outgoing mail and deliveries.
- Coordinate the intercampus mail satchel.
- Maintain general office tidiness.
- Management of purchase orders as approved by the Director of Business and Finance.
- Accept payments for tuition fees in accordance with the College policies and procedures.
- Manage invoicing for the use of the College facilities.
- Support with debt recovery conversations and data management as requested.
- Manage photocopy resources, coordinate maintenance of equipment and office stationery as required, including replenishing, ordering and storage.
- Data entry into the College systems as requested. Eg, SAS, ERM, BusMinder and others as they change from time to time.
- Coordinate and maintain the College archiving in line with the College Document Retention Procedures
- General office tasks including photocopying, collating documents and other administrative duties as requested.
- In the absence of the Personal Assistant help the Director of Business and Finance and others as requested, including supporting with email, written correspondence, taking of minutes and other administrative tasks that may be requested from time to time.

Coordination of the College Bus Operations

- Manage the annual scheduling of all bus requirements for the College for morning, afternoon school runs, camps and excursions, including capturing the coordination of student passenger bus registrations and bookings for new and existing students.
- As the first point of contact for bus operations, communicate with parents on day-to-day queries about bookings, schedules, lost property and related matters.
- Manage the College bus email box.
- Maintain bus information on the College website and the College bus database, currently SAS and BusMinder.
- Maintain electronic administration related to the College bus operations including preparing daily bus usage reports.
- Identify daily non conformances from the daily bus usage reports and follow up and/or escalate non conformances based on level of authority.
- In addition to general queries and non-conformances of bus usage use developed knowledge to identify, partner with others and proactively improve the College bus operations.
- Prepare invoices for bus usage in consultation with the Personal Assistant to the Director of Business and Finance.
- Develop positive relationships with parents, students, the community, and the College external bus provider.



Key Selection Criteria

- Demonstrated competence in a similar role supporting executive level management, working in a busy environment.
- Advanced computer skills especially in the Microsoft Office suite, including experience in innovating office operations with electronic savvy solutions.
- Solid understanding or strong willingness to learn duties associated with school bus operations.
- Familiar with paperless office environments.
- Strong written and verbal communication skills.
- Assertive, yet warm and friendly demeanor.
- Ability to handle multiple tasks and prioritise effectively with a strong attention to detail.
- Excellent problem solving and decision-making skills.
- Discretion and ability to handle sensitive information.
- Proactive and self-motivated with a strong work ethic.
- Proven capacity to work effectively in a team environment and commitment to understand and take on the roles and responsibilities of other staff when it is requested.
- Well-developed time management and organisational skills with ability to work well under pressure.

Relevant Skills, Knowledge and Experience

- Advanced computer literacy especially in the Microsoft Office suite and spreadsheeting skills. (high level proficiency in the use of Word and Excel).
- Professional presentation and demeanor.
- The ability to multitask and complete tasks efficiently, including when under pressure to meet deadlines or in public view.
- Ability to identify mistakes and focus on attention to detail with the view of correcting information and continuously improving the College work practices.
- Outstanding interpersonal and telephone communication skills, including a polite and helpful approach to dealing with members of the College community and visitors.
- Proven ability to exercise judgement and deal with sensitive and confidential information discreetly.
- Energetic, pro-active and able to demonstrate initiative.
- Current car driver's license.

Conditions of Employment

- All education support staff will have a current Working with Children's Card (Employee).
- Must be available to work Monday to Friday across the spread of hours between 8am and 5.00pm as required. Understanding that leave will not be granted in December and January and for most of Term 1 during the busy planning period, with the exception of the annual Christmas shutdown days.
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton is an equal opportunity employer and enforces nondiscrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.



Application and Selection Process

Application Process

Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:

- A brief cover letter of no more than one page outlining your interest in the role;
- A CV, of no more than five pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- A candidate statement, of no more than two pages, which summarises your educational and wellbeing philosophy and significant experience relevant to the key responsibilities;
- The contact details of two referees, one of whom should be your current, or most recent, line manager.

Note that referees will **not** be contacted without your prior consent.

Selection Process

A preliminary short list of applicants will be prepared, and first and subsequent rounds of interviews will be conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions, including salary, will be negotiated with the preferred candidate.

The application process will be open from 16 April 2024 until 30 April 2024.