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## Role Description

December 2025

# Assistant to the Head of Junior School & Junior School Administration Coordinator

### Purpose and Outline of Role

The primary function of the Assistant to the Head of Junior School & Junior School Administration Coordinator is to provide high-level administrative and organisational support to the Head of Junior School. The role involves coordinating daily operations within the Junior School, supporting key events and programs, assisting with communication, and helping to ensure the smooth and efficient running of the Junior School. The position requires initiative, confidentiality, and the ability to work collaboratively with a wide range of stakeholders.

### Reporting Relationships

The Assistant to the Head of Junior School & Junior School Administration Coordinator is ultimately responsible to the Principal in all aspects of the position and reports directly to the Head of Junior School. On a day-to-day basis s/he will work with the Junior Staff, Receptionist and other Administration Staff.

### Employment Basis

This is a full-time, permanent position for 44 weeks per year, commencing Wednesday 21 January 2026 (negotiable). The role includes partial stand-down time during School Holidays, as arranged with the Head of Junior School. Working hours are Monday to Friday, 8:00am to 4:06pm.

### Role Responsibilities

#### *Support for the Head of Junior School*

- Provide a superior level of support to the Head of Junior School
- Assist in the management of reports, key events and programs within the School
- Manage the electronic diary and all scheduling elements for the Head of Junior School
- Manage incoming phone calls and emails.
- Take the initiative to redirect enquiries to specific areas/persons within the School
- Prepare draft correspondence for review, set up meetings
- Ensure that the Head of Junior School has relevant files and documentation for meetings and is reminded of meetings and priorities for the day
- Manage and maintain filing system, new staff, budgets
- Initiate and improve office efficiency
- Undertake errands as requested
- Demonstrate a willingness to work constructively, flexibly and proactively within a team to achieve goals and work in collaboration with Junior School Staff
- Build strong relationships with staff across the School
- Any other duties as directed by the Principal or the Head of Junior School

#### *Administrative*

- Manage reoccurring and group staff meetings for Head of Junior School.
- Maintain documentation, files, and communications.
- Prepare content and communications for presentations and events.

- Coordinate approval and submission of purchase orders and payment requests.
- Manage content and communicate stationery lists for students.
- Manage rooming at Junior School.
- Prepare and maintain Junior School timetable.
- Review and provide updates for Q branded publications
- Manage distribution of Q branded publications and merchandise to students and staff.
- Assist with Junior School budget allocation and adherence.

#### *Human Resources*

- Coordinate interviews for new staff with Head of Junior School & Director of Curriculum K-6.
- Coordinate new staff inductions.
- Manage approval and submission of casual staff timesheets to Payroll.
- Manage approval and submission of staff Professional Development applications.
- Coordinate approval and submission of staff expense claims.
- Coordinate staff class placement requests.

#### *Student Management*

- Manage enrolment interview schedule for Head of Junior School.
- Coordinate orientation days for new students.
- Manage student files (new, existing & archival).
- Manage creation and distribution of student identification cards for new students.
- *Facilitate student class placement spreadsheets and parent requests.*

#### *Event Management*

- Manage Junior School excursions, incursions and camps. Oversee logistics, bookings, risk assessments, hospitality, photography and communications.
- Coordinate major school events including School's Birthday, Foundation Day, Speech Day, Year 6 Graduation, JS Art Showcase and Valedictory events.
- Manage booking, logistics and communication for student and staff photos.
- Coordinate staff & parent-teacher information sessions and meetings.
- Manage Queenwood Parents' Association (QPA) Junior School calendar and activities.
- Manage Year 6 Prefect voting and Year 6 Leadership Role nominations & participation.

#### *Digital Integration*

- Assist with rooming, preparation of resources and supervision for student standard tests as required.
- Assist with setup of report/student management system templates.
- Provide general support and training in school management & communication systems eg. Sentral & Q Connect.
- Manage digital display screen content.

#### **Skills, Knowledge and Attributes**

- Advanced planning and administrative ability.
- High proficiency in Office 365 and data systems with willingness to learn new systems.
- Excellent written and verbal communication.
- A sensitive but confident approach in dealing with girls, staff and parents.
- Strategic thinking, strong attention to detail, time management, and initiative.
- Maintain confidentiality and discretion.
- Excellent event management, organisational, planning, and communication skills.
- Ability to manage multiple tasks independently.

- Calm and authoritative under pressure; adaptable and proactive in unplanned and complex situations.
- Understanding of budgets and financial processes.
- Collegial attitude to work and a good sense of humour.
- Professionalism, flexibility, and a deep commitment to Queenwood's ethos.
- Commitment to Queenwood's values, community engagement, and high professional standards.

### **Concluding Remarks**

This position description is intended to give an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

### **Work, Health & Safety**

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

### **Statement of Commitment to Child Safety and Wellbeing**

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

### **Applications**

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Form \(Non-Teaching\)](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.