

**Regional Administrator**  
**East Metro, Morley**  
**Full Time**  
**Term 1, 2022**

## About Alta-1 College

Alta-1 College WA is an independent Christian, co-educational, CARE (Curriculum and Reengagement in Education) School of 800 students located in various locations across the state. The College was started in Western Australia in 2004 and has since expanded to Queensland in 2015. We function as a multi-campus school, with nearly all Alta-1 Campuses deliberately utilising the premises of an existing church community. As a College, we intentionally work with disengaged and disadvantaged young people who are considered educationally, behaviourally and socio-emotionally at-risk. The students we see are between 12 and 18 years of age and are provided a pathway to complete their secondary education.

Recognising that young people learn best when they feel connected and safe, Alta-1 delivers education in a small school environment while also delivering a well-developed therapeutic recovery model. This unique model provides an environment of belonging for the students encouraging them to acknowledge, confront and resolve negativity while engaging in a journey of healing, restoration, identity formation and purpose finding.

*Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people.*

## The opportunity

Do you have a heart for young people? Would you like the opportunity to help improve the lives of disadvantaged and disengaged teenagers?

This is a fantastic opportunity for a dedicated and passionate Administrator, with a heart to play a role in the lives of our students through administrative support.

## Key responsibilities

- Reception Cover
- Enrolments
- Record Maintenance
- General Office Duties

## About you

### Essential requirements to be considered for the role

- A practicing Christian committed to demonstrating that their beliefs and values are real and impact their daily life.
- Meet the requirements to be granted a Working With Children Check and Nationally Coordinated Criminal History Check.
- Previous administrative experience.
- A great eye for detail.

For more information regarding the function and requirements of this role, please refer to the job description below.

## Benefits of working for Alta-1 College

- Attractive salary packaging options available
- A fun and friendly Christian working environment

## How to apply

If you can see yourself becoming a member of the Alta-1 team and succeeding in this role then please apply. To be considered, applications must include a cover letter, a separate document addressing the selection criteria, a current resume and a written reference from your pastor.

You can locate the selection criteria in the job description below.

Please submit applications via email to [recruitment@alta-1.wa.edu.au](mailto:recruitment@alta-1.wa.edu.au) addressed to the East Metro Regional Principal Darryl Baker.

For further information regarding this role, please contact Darryl Baker, 0468 951 934.

### Application closing date is Tuesday, 25<sup>th</sup> January 2022.

*Alta-1 encourages you to apply for this position as soon as possible and reserves the right to close this vacancy without notice.*

**CHANGING LIVES ONE AT A TIME**

[www.alta-1.com.au](http://www.alta-1.com.au)

## Selection criteria and job description

### Alta-1 College Administrator

## Selection criteria

Please ensure you address the below selection criteria in no more than four pages and submit, along with a cover letter, your resume and written pastoral reference.

### Essential

1. Demonstrated personal faith and commitment to the Lord Jesus Christ.
2. Attend church on a regular basis.
3. Meet the requirements to be granted a Working With Children Check and a Nationally Coordinated Criminal History Check.
4. Demonstrated sound understanding of office administration procedures.
5. Intermediate to advanced knowledge of Microsoft Office Suite.
6. Proven record of self-motivation, efficiency and professionalism.
7. Ability to adapt and quickly respond to new systems and processes.
8. Demonstrated capacity to work as part of a team.
9. Ability to interact with a range of clientele in various capacities.

### Desirable

1. SEQTA and School Pro experience.
2. Previous school-based experience.
3. Relevant qualifications.

## Job description

**Alta-1 College is committed to providing a child-safe environment which safe-guards all students and is committed to promoting practices which provides safety, wellbeing and welfare of our children and young people.**

### Primary role

The primary role of the Regional Administrator within Alta-1 College is to provide administrative support to the processes whereby the school enrolls, monitors and supports its students, in conjunction with general office duties.

### Role Domains

This role is built around the following domains:

- Maintaining records of student enrolment and attendance.
- Providing support to the Regional Principal.
- Designated general office duties.

### Responsibilities of the Role

Professional responsibilities:

- The Regional Administrator serves as a member of the school's administration team.
- The Regional Administrator is required to maintain collegial and professional relationships with other members of the staff across Alta-1 College.
- The Regional Administrator is expected to actively support the Christian ethos of Alta-1 College.

Specific responsibilities of the Regional Administrator within the Alta-1 College Office include the following:

### Key responsibilities

#### Reception

- Respond in the first instance to incoming telephone calls and email enquiries.
- Direct telephone and email enquiries to appropriate staff members.
- Greet visitors to the office.

#### Enrolments

- Respond to enrolment enquiries received by phone, mail, email and in person.
- Receive, check and file all student enrolment documentation in filing cabinets; follow up as necessary.
- Send and receive student transfer notes between schools.
- Oversee the entry of daily student attendance data submitted electronically into SEQTA by teachers.
- Liaise with Participation Officers in following up student attendance and assist regional Principal with referrals for participation students.
- Enter and maintain student enrolment data into SchoolPro2, including billing and school fee information.
- Maintain the Student movements spreadsheet for student exits.
- Maintain the Participation and SET rolls: record attendance and check student ages and year levels.
- Upload all enrolment documents onto SEQTA, and maintain up to date records on SEQTA.

- Enrol students into selected course subjects in SEQTA as per the Course Selection Handbook.
- Provide student names and long in details for Mathletics and Literacy Planet programs, for year 8s as requested.
- Assist with yearly student processes in SEQTA, including rolling over students to new timetables and archiving past students.
- Maintain the school's student data information with School Curriculum and Standards Authority through SIRS.
- Assist the College Registrar with funding submissions; State and Federal.
- Generate academic reports through SEQTA, and coordinate the printing and recording of results with the Regional Principal: Interim, Semester and Transition reports.

#### **General Office Duties**

- Assist the Regional Principal in organising and promoting events: awards nights, staff meetings, conferences camps.
- Assist campus administration and staff inquiries as requested through the Regional Principal.
- Assist student services administration as requested through the Regional Principal.
- Maintain regional volunteer register.
- Maintain regional staff training register.
- Oversee OSH meetings, records and maintenance for the region.
- Respond to staff enquiries.
- Other duties as directed through the Regional Principal.

#### **Reporting Relationship**

The Clinical Psychologist is responsible to the Regional Principal for the discharge of his/her duties.

#### **External Relations**

Public relations (e.g., Contact with the media, police) and contact with general external agencies is the responsibility of the Executive Officer or delegate.