



## Guildford Grammar School

### POSITION DESCRIPTION

<b>Position Title:</b>	Prep Club Supervisor and Administrator
<b>Date established:</b>	November 2024
<b>Reports to:</b>	Director of Co-Curricular and Experiential Learning

### POSITION OVERVIEW

The Prep Club Supervisor and Administrator (PCSA) is responsible for the coordination and administration of prep clubs and the supervision of providers and students. In this position, the PCSA facilitates communication with parents and external providers. The incumbent supervises prep clubs every afternoon throughout the term, ensuring students are safe and interacting positively in their activities. The PCSA is the point of contact for parents, staff and students, and follows up on student absence promptly. The PCSA is also responsible for emergency procedures and student safety while prep clubs are running, providing support to external providers and school staff as required. In this role, the PCSA will work closely with, and be supported by the Assistant to the Director of Cocurricular and Experiential Learning, the Director of Cocurricular and Experiential Learning, and Prep admin team to create processes to support safe and engaging prep clubs for students.

### REQUIRED COMPETENCIES AND SKILLS

#### Education and Training

- Relevant industry experience in a fast-paced administration role.

#### Competencies & Technical Skills

- An exceptional administrator that is capable of overseeing service quality in a complex environment.
- Experience in suggesting improvements in policies and processes and documenting these.

- Demonstrated excellent written communication and attention to detail.
- Extensive Microsoft Office skills, in particular Outlook, Word and Excel.
- Strong verbal communication skills with the ability to develop positive relations with all relevant stakeholders.
- Ability to work both autonomously and as a part of the Prep administration team.

### **Personal Attributes & Values**

- Is approachable and genuinely builds rapport with all internal and external stakeholders.
- Demonstrates outstanding communication skills demonstrated by a rapport with all levels of the organisation.
- Demonstrates commitment to the Purpose, Values and Anglican ethos of the School.
- The ability to be hands-on when required is essential i.e. covering for absent club lead when required.
- Demonstrates a professional attitude, professional presentation, and a friendly, calm manner.
- Possesses a comprehensive understanding of 'Duty of Care' and places a high value on child wellbeing.
- Is responsible and held accountable for continuing compliance with our Child Protection and Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy at all times. All staff have a responsibility to raise any concerns they have about Child Protection to the Principal immediately.

### **KEY RESPONSIBILITIES AND TASKS**

These include, but are not limited to:

#### **Administration**

- Administer sign-up of students to prep clubs in an equitable and efficient manner, including payments, managing numbers and waiting lists.
- Communicate with parents efficiently and effectively, triaging any concerns and questions promptly.
- Liaise with external providers to ensure they are onboarded correctly and have the required knowledge to safely run clubs on campus.
- Be present, responsible for students' safety: ensuring rolls are taken and are accurate and any unauthorised absences are followed up promptly and appropriately.

- Communicate with parents if there are any concerns or changes.
- Complete any required documentation regarding risks or injury, triage with the medical team and ensure all students are collected or dropped off to after school care at the conclusion of the clubs.
- Handle parent queries and concerns in a professional and prompt manner.
- Ensure all cocurricular IT interfaces are accurate and up to date.
- Liaise with the Cocurricular Administrator and the Director of Cocurricular and Experiential Learning regarding program concerns and growth opportunities as required.
- Provide access to buildings, equipment as necessary supporting set up and pack down if required.

### Supervision of Students

- Be present and visible while activities are in progress and moving between them.
- Ensure that rolls are taken and are accurate and follow up immediately with any discrepancies – escalating as required.
- Carry mobile phone and always be accessible during clubs.
- Ensure student engagement is appropriate and support providers with management of student and behavioural concerns as required.
- Ensure all students are collected by the appropriate adult or taken to After School Care
- Manage any incidents escalating as required to medical staff, Director of CEL or Deputy Head of Prep as appropriate and ensure relevant incident reports are completed.
- Train external providers and staff in emergency procedures and protocols as required.

**This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.**