



TRINITY
GRAMMAR SCHOOL

SUPPORT POSITION

GOVERNANCE AND COMPLIANCE ADMINISTRATOR

PRIMARY AND SECONDARY SCHOOL

Position Description	Governance and Compliance Administrator
Reporting	Reporting to: Deputy Head Master – Policy and Strategy
Agreement/Award	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017

Mission Statement

Trinity provides boys with a thoroughly Christian education in mind, body, and spirit.

The School

The support staff at Trinity Grammar School undertake an essential administration, business or operational role within the School, completing their duties in a professional and timely manner whilst supporting the School to meet functional requirements and ensure all students are provided with the greatest possible opportunity to reach their full potential.

Trinity Grammar School's commitment to academic excellence, pastoral care and participation in a breadth of sporting and co-curricular activities, including the creative and performing arts, develops the talents of individual boys in mind, body and spirit. The School offers a wide-ranging curriculum that is delivered by motivated, caring staff accessing exceptional facilities and resources.

The School is committed to a professional learning culture in which all staff participate. They are supported to set ambitious personal goals for their own professional practice as well as working collaboratively to achieve strategic, School wide priorities.

Purpose of the position

The Governance and Compliance Administrator supports the Deputy Head Master– Policy and Strategy, Bursar and the School Council. This role also supports the establishment and effective implementation of policies and procedures that are required to manage risk within Trinity Grammar School.

All staff at Trinity are positive in support of the School's traditions and Christian ethos and are expected to be flexible, enthusiastic, competent, and dynamic team members who consistently model professional behaviour and collaborative engagement within the daily life of the School.

Members of the School community are expected to co-operate with the senior staff, establish and maintain effective relationships with teaching staff, support staff, students and parents and maintain high levels of confidentiality and professionalism at all times.

Key relationships

All staff are appointed by the Head Master and are responsible to the Head Master for the overall performance of their duties. The Head Master delegates authority to the School Executive for the effective management of the School. The Deputy Head Master – Policy and Strategy will provide guidance and instruction on day to day duties. The Head of Human Resources will provide support and assistance to individual pastoral care requirements.

Key accountabilities

- 1 Develop, implement, communicate and maintain compliance and quality assurance procedures and guidelines for Trinity Grammar School.
- 2 Support the Bursar in the School's corporate governance and legal requirements for the School Council.
- 3 Ensure all School policy, procedures and guidelines are maintained in accordance with legislation, policy, contractual obligations and organisational needs.
- 4 In accordance with state and national legislation and Trinity Grammar School guidelines, ensure the School keeps accurate, relevant and appropriate records.
- 5 Promote ethical, efficient and appropriate use of physical resources, information technology (equipment and software) and social media.
- 6 Completion of duties in a professional and timely manner with a high degree of accuracy
- 7 Contribute to and participate in professional learning in order to demonstrate continual improvement in professional practice.
- 8 Work collaboratively to identify and employ process improvement methods and apply innovative procedures.
- 9 Model the Christian values of the School and provide a Christ-like example to all students regardless of the student's faith or background.

Role Responsibilities

Compliance and Risk

Under the direction of the Deputy Head Master – Policy and Strategy:

- 1 Monitor and review compliance and quality assurance procedures in relation to Human Resources.
- 2 Develop, implement, communicate and maintain compliance and quality assurance procedures and guidelines, relating to the following areas.
 - Child Protection
 - Working with Children Checks
 - Workplace Health and Safety
 - School Excursions, tours and events
 - School records and documentation
- 3 Co-ordinate, review and assist with regulative non- academic requirements for NSW Education Standards Authority (NESA) Registration and Accreditation
- 4 Collect data and compile the annual reports to NESA, National Office of Child Safety and any other requirements as prescribed under the NSW and Federal legislation and guidelines.
- 5 In conjunction with the Head of Human Resources, complete the annual report to the Workplace Gender Equity Agency (WGEA).
- 6 Co-ordinate and maintain the School's Notifiable Data Breach Register.
- 7 Manage and facilitate flow of information, including documents, policies, reports, etc and gather background information to assist the Deputy Head Master – Policy and Strategy make informed decisions.
- 8 Monitor and advise Trinity Grammar School's processes of Risk Management for activities and processes to ensure that risks arising from any significant changes are considered within the risk framework.
- 9 Prepare and manage contracts and Service Agreements for external providers engaged by the School.
- 10 Manage the confidential, legal and privacy files to ensure effective records management systems have been instigated and they comply with state and national legislations.

Governance

Under the direction of the Bursar and the Head Master:

- 1 Assist with School Council compliance and regulatory requirements.
- 2 Assist with the alignment of Trinity Grammar School's governance, risk and compliance frameworks with the School's overall strategic objectives.
- 3 Assist with the overall compliance with the Non-Government School Registration Standards and related laws and regulations.
- 4 Facilitate the maintenance of Trinity Grammar School's risk registers and prepare risk reports for the School Executive and the School Council.

Policy Management

- 1 Facilitate the establishment and effective implementation of policies and procedures that are required to manage risk within Trinity Grammar School.
- 2 Facilitate the identification of key compliance obligations, with the support of legal and other relevant resources, and translate those requirements into actionable policies and procedures.
- 3 Maintain currency on legislative changes that have the potential to impact on matters of School policy and provide updated information to the School Executive, through the Deputy Head Master – Policy and Strategy.

Communication

- 1 Prioritise staff, students and external stakeholder needs and meet expectations by quickly and effectively solving problems and building credibility and trust.
- 2 Undertake problem solving and decisions making tasks and only escalate to immediate Supervisor if necessary.
- 3 Promote ethical, efficient and appropriate use of physical resources, information technology (equipment and software) and social media.
- 4 Work collaboratively to identify and employ process improvement methodologies and the application of innovative procedures.
- 5 Work with discretion, respect, trust and discernment while also maintaining confidentiality in all aspects of student, staff, parents and School information.
- 6 In consultation with the Deputy Head Master – Policy and Strategy, identify and implement improvement practices, streamline processes, systems and record keeping.

Technology and Equipment

- 1 Be confident and resourceful in learning new technologies and continuously upskill in digital technologies.
- 2 Effectively use the School's Administration System.
- 3 Acquire and continue to develop expertise in specific applications as required.

Professional Learning

All staff are expected to meet and maintain their professional skills and undertake appropriate training as required.

- 1 Contribute to and participate in professional learning in order to demonstrate continual improvement in employment practice.
- 2 Ensure School compliance requirements are current (First Aid, Working with Children Check etc).
- 3 Undertake continuous learning and upskilling with regards to the School's Learning Management System and Administration System.

Child Safety Standards

- 1 In line with the School's Core Staff Documents and associated Policies and Procedures, all staff are responsible for understanding and applying the School's Child Safety Policies and Procedures, including identifying and reporting risks, identifying child abuse indicators, management of disclosures and internal and external reporting obligations.
- 2 Communicate confidentiality with appropriate senior staff any issues or perceived danger to a student.
- 3 Where students are under your care, take all practicable measures to protect students where a risk to their safety has been identified.

Work Health & Safety

All staff are expected to:

- 1 Adhere to and implement safe work practices and procedures in accordance with Trinity Grammar School policies.
- 2 Work safely and report any hazards in accordance with School procedures.
- 3 Monitor and take full care of the health and safety of others.
- 4 Participate when required in the resolution of safety issues.

Professional Experience and Requirements

Essential

- Tertiary qualifications (in an appropriate field)
- Valid NSW Working with Children Check
- Current First Aid Certificate (incl Anaphylaxis and Asthma Management Accreditation).
- Current CPR Certificate

Desirable

- Certification in Workplace Health and Safety, Governance and Risk
- Membership of relevant professional association
- Post graduate qualifications