



Curriculum Administration Coordinator (CAC)

Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- Foster supportive positive professional relationships
- Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- Undertake and comply with mandatory training and regulatory requirements as determined by the School
- Attend School meetings, as requested, including outside of usual work hours
- Participate in professional learning, as requested, including outside of usual work hours
- Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- Participate in the development of a safe and healthy workplace
- Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Curriculum Administration Coordinator (CAC)
Campus	Whole School
Department	Administration
Line Manager	Administration Manager
Secondary Line Manager	Secondary Campus Coordinator
Direct Reports	Nil
Key Relationships	Director of Teaching and Learning (Secondary) Director of Teaching and Learning (Primary)
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	1.0 (full-time) The CAC role is fulfilled during the term time and during non-term time reverts to an administrative role attending to front desk duties and project work as directed
Classification	Clerical and Administration Staff Level 4
Selection Criteria	<ul style="list-style-type: none"> □ Warm, welcoming and professional manner □ Presents a professional and positive demeanour and is a solution-oriented person □ Displays empathy, enthusiasm, commitment and is highly motivated to contribute to department improvements □ Possesses a strong work ethic □ Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail □ Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships □ Strong organisation and time management skills □ Excellent interpersonal skills and demonstrated ability to work both autonomously and collaboratively □ Ability to effectively and proactively communicate, both verbally and in writing □ Advanced ICT skills with capacity to learn quickly and use in-house database systems □ Possesses strong analytical and problem-solving skills
Role Profile	<ul style="list-style-type: none"> □ The Curriculum Administration Coordinator (the Coordinator) plays a pivotal role in assisting the Directors of Teaching and Learning and Heads of Department in the areas of (without limitation) examinations, assessments, reporting, meetings, student conferences, achievement awards and assemblies. □ The Coordinator will be a motivated operational thinker and problem solver with an eye for detail and the desire to ensure that the School's processes run smoothly to support student learning and achievement. □ The Coordinator is expected to work effectively and efficiently in an open work environment which experiences interruption and may, following consultation, be required to provide administrative support to other stakeholders at the discretion and direction of the Principal, or delegate, commensurate to their abilities. The Coordinator will also be required to fulfil general Reception duties, as rostered. □ The Coordinator must collaborate with both academic and support staff and be supportive of the School's Executive and Leadership teams.

- The School places significant importance on its data integrity requiring outstanding attention to detail in all aspects of this role. There may be times when the Coordinator has access to personal and/or sensitive information. Discretion and confidentiality must be maintained at all times.

Qualifications

- Certificate in Office Administration (desired)

Compliances

- Valid NSW Working with Children Check Certificate
- First Aid [HLTAID012] [HLTAID011]
- CPR [HLTAID009]
- Child Protection and Child Safety Training
- WHS/Emergency Procedures eLearning (or equivalent)

Skills, Knowledge & Experience

- Demonstrated effective leadership experience in a similar role
- Demonstrated knowledge and expertise in administrative and operational practices
- Ability to communicate effectively with staff, students, parents and broader Arden community members
- Evidenced strong interpersonal skills that foster a collaborative team environment
- Demonstrated experience in preparation and review of Risk Assessments
- Evidenced strong data management and data analysis skills and experience
- Demonstrated advanced Microsoft 365 skills, and experience with data management and reporting within a student management system.

Role Function

Members of the Administration Team are expected to support the administrative functions of the School at either Campus as directed. These administrative tasks may vary but are within the competencies of the Classification and Level of a Clerical and Administrative Staff member as per the Industrial Instrument

The Curriculum Administration Coordinator, throughout their daily work practice, is expected to:

- Assist in the coordination of testing programs and academic competitions, including NAPLAN, ACARA online testing, opt-in testing, PISA, Allwell and subject competitions, including student participation, registration and report administration.
- Assist with the coordination and administration of Parent Teacher interviews and other academic school events, including Parent Information Evenings, subject selection evenings, Student Recognition Assembly and Presentation Day.
- Administer NESA Schools Online and related reporting requirements, including student enrolments, transfers, course entries, subject changes, student photos, Year 10 Minimum Standards reports, student course management and entry confirmations, and the maintenance of marks and grades using MS Queries.
- Enter and maintain accurate data in NESA Schools Online and other government agency systems, ensuring compliance with reporting requirements and data integrity.
- Assist with the coordination, production and communication of assessment planners and academic calendars, including maintaining the Secondary Campus Assessment Calendar, resolving curriculum-related calendar clashes, and supporting the organisation of assessment incursions.

- Assist with the administration of internal and external examinations for Years 7–12, including liaising with Heads of Department, printing, arranging and returning examination materials, ordering trial HSC examinations and past paper booklets, and coordinating supervision allocation and scheduling with the School’s Presiding Officer.
- Assist with the administration of reporting processes, including gathering and validating data using MS Queries, ensuring timely and accurate data entry, and preparing reports for Heads of Department meetings on grade distribution.
- Assist with the academic counselling process through scheduling meetings and collating documentation.
- Manage the administration of student extended leave, illness misadventure and related curriculum documentation and processes, including routine review for continual improvement.
- Assist with the administration, analysis and reporting of student surveys.
- Arrange internal and external meetings, including liaising with parents as requested, and attend Heads of Department meetings to prepare and disseminate minutes as required.
- Coordinate student awards, including Application Point Average, Secondary Campus Students Recognition Assembly and Presentation Day awards, including database entry, printing and collation.
- Coordinate stationery and textbook lists and timelines for completion, and order furniture for Secondary Campus classrooms as requested.
- Provide administrative support and calendar management for the Director of Teaching and Learning, and support holiday academic workshops through the creation of electronic rolls and calendar entries.
- Provide Reception and/or Student Services relief, as rostered or required.
- Review current administrative systems for ongoing effectiveness and currency.
- Undertake other curriculum-related administrative requirements, including support for Heads of Department, as needed.