



HALE SCHOOL

JOB DESCRIPTION

Date	October 2025
Position Title	Executive Academic Administrator
Reports to	Academic Directors
Schedule	Monday to Friday 8.00am to 4.00pm -Term Time Only (additional weeks as stipulated in contract and by negotiation)

Summary

This is a senior administrative role providing high level support for the Director of Studies and Curriculum, and the Director of Teaching and Learning, who have shared responsibility to provide leadership and management of the School's academic programs.

This is a busy and varied role with a requirement for a thorough understanding of the workings of the School, a highly developed ability in the use of technology, exceptional attention to detail and accuracy, excellent organisation and time-management processes and superior written and verbal communication skills. The Executive Academic Administrator deals with all matters in a highly confidential and discreet manner.

Key Responsibilities

Executive Support

- Assist the Academic Directors with preparing, formatting, collating and distributing correspondence, reports, spreadsheets, presentations, publishing, graphics and surveys as directed.
- Maintain accurate records and files of all documents and correspondence for the Academic Office.
- Manage all enquiries and accurately redirect as required.
- Assist in the management and administration of academic events.
- Proofread and edit reports and correspondence.
- Coordinate, proofread and edit communications from the Academic Office.

Reporting to the School Curriculum and Standards Authority (SCSA)

Follow the School Curriculum and Standards Authority's guidelines in relation to reporting student and subject enrolments, results and assessments via the Student Information Record System (SIRS).

- Manage communication between the School and relevant bodies in relation to ATAR examination results, OLN, NAPLAN results and EST feedback.
- Manage student data for NAPLAN and OLN on assessment platforms.

Examinations

- Book and set up venues for all testing and examinations, including venues for those with special arrangements. These may include NAPLAN, OLN, IGCSE, UNSW ICAS, ATAR examinations, and other external competitions.
- Devise seating plans for testing and examinations as required.

- Assist the Director of Studies and Curriculum to prepare and distribute specific letters and individual timetables to parents of boys with special arrangements in examinations.
- Contract external invigilators for all examinations where required including students requiring special examination arrangements.
- Prepare a roster for invigilators for examinations.
- Authorise invigilator time sheets.
- Assist the Director of Studies and Curriculum with the preparation and distribution of examination timetables for staff and students.
- Assist the Director of Studies and Curriculum to prepare and distribute general information letters to parents regarding examinations.
- Provide details of special examination arrangements and papers to students, parents and examination supervisors.

Assessments

- Maintain a record of assessments on the Assessment Whiteboard, in the online School Calendar and the School Portal.
- Prepare Year 12 common assessment schedules each term and communicate with teachers.
- Enter new assessment dates as requested by Heads of Department.
- Plan, book venues, advise staff where necessary.
- Book, receive and return notebook computers for use in assessments when advised by teachers.
- Check and enter excursions/camps/trips on Assessment Whiteboard in case of possible clashes.

Subject Selection and Timetabling

- Obtain Year 11 and 12 subject recommendations from Heads of Department, collate them and distribute them to Heads of House for use in course selection interviews.
- Assist with entering subject selection data and subject changes as needed.
- Email subject confirmations to parents and Heads of House.
- Print and distribute Master timetable, staff and student timetables, Directors' and Private Study timetables each term.
- Assist with the preparation and collation of individual timetables for students with special needs, e.g. Multi-Lit, exchange students, students unable to attend camp, etc.
- Assist the Director of Studies and Curriculum to enter student course selections and set up Years 7 -12 classes in the timetabling software.
- Keep accurate records of subject and timetable changes and communicate subject changes to relevant staff.
- Check for and maintain accuracy and consistency between the timetabling software and Synergetic.
- Maintain a list of students on unusual courses, including Individual Education Plans.
- Run reports to extract information about student numbers, course selections and staff or student timetables when required.
- Respond to queries and provide information about timetables and classes to teachers, Heads of Department and Heads of House.

Reporting

- Assist with the proofreading and editing of reports in Synergetic.
- Monitor the reporting process from initial data entry to final signing by Headmaster.
- Update and email report information to parents.
- Upload reports to the School Portal as required.

General

- Collate dates for the Academic Calendar.
- Provide transcripts of academic results to past students and international universities on behalf of current and past students when requested.
- Attend to enquiries from parents, students and staff on School matters.
- Assist in any task that contributes to the smooth running of the Academic Office as required.
- Demonstrate an awareness of all emergency management procedures in the Academic Office.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.
- Be aware of and understand the obligations of working in accordance with the School's Child Safety, Mandatory Reporting and Child Protection, Staff Code of Conduct, Staff Code of Ethics, Critical Incident Management Guidelines, Policies and Procedures.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

By instruction of the State Government of Western Australia, and under Public Health Direction, Hale School and its staff fall in "Group 2" industries and occupations within the State's Mandatory COVID-19 vaccination policy.

Qualifications and Experience

Skills and abilities required:

- High proficiency in administrative skills and a superior knowledge and understanding of Microsoft Office applications, email and database programs such as Word, Excel, PowerPoint, Publisher, Synergetic, Timetabler, Queries and Crystal Reports. This may involve the manipulation of data between software packages to suit requirements;
- Excellent verbal and written communication skills;
- Contribute positively to a high function team;
- Demonstrate outstanding time management skills;
- Exceptional knowledge of English spelling and grammar and the ability to produce work of a high quality;
- Attention to detail and high level of accuracy;
- Initiative, accuracy and creativity in work skills with the ability to be proactive and work independently;
- Outstanding interpersonal skills and the ability to interact in an empathetic manner with students, staff, parents and the community.