



THE KING'S SCHOOL

POSITION DESCRIPTION FOR CAMPUS SUPPORT - CONTINUOUS IMPROVEMENT

INTRODUCTION

All positions at The King's School support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School values all its employees, and it recognises that the service given, in the classroom as well as in support and operational capacities, equally contributes to an environment wherein students are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

ROLE PURPOSE

The effective and efficient execution of the Campus Support, Continuous Improvement position is to ensure the timely publication, review and promulgation as appropriate of new and current policies and procedures, whilst building and maintaining relationships with key stakeholders.

This role assists in the oversight of the development, review and accessibility of the wide range of Continuous Improvement initiatives and policies and procedures needed to meet the School's and associated entities' ongoing compliance, governance and legislation obligations and commitment to continuous improvement.

ACCOUNTABILITIES

- To provide support to varied Continuous Improvement initiatives across the School.
- To develop and oversee a system of reviewing, editing and initiating the various School and related entities' policies and procedures based on the School's database platform (currently Complispace).
- To monitor and control the policy administration processes in adherence with School policies and regulations.
- To address all escalated policy administration matters outside of the staff mandate.
- To adjust and retain current policies and procedures in consultation with the Quality and Compliance Manager.
- To review and amend (where necessary) monthly and annual policies and procedures on a regular basis in consultation with the Quality and Compliance Manager.
- To provide administrative support to WHS functions within the School.
- Liaising with the School's staff as necessary to assist in the development and regular review of policies and procedures to not only discharge the School's compliance obligations, but to also enhance the overall good governance and operation of the School and other entities.

SPECIFIC ACCOUNTABILITIES

- Perform daily administration tasks, such as granting access control requests.
- Ensure availability and validity of stored data.
- Establish backup and disaster recovery processes and test for accuracy.
- Monitor database alert logs and resolve issues.
- Liaise with database provider (Complispace) and ICT Services staff to resolve problems with application/database systems.
- Ensure continuous improvement practices are developed, implemented and documented.
- Ensure the appropriateness of services offered by assessing the impact of changes to database on user services and integrating quality standards and 'best practice' approaches.
- Assist with the implementation and maintenance of the School's Policy Platform housed on the Complispace platform which will require high levels of accuracy when uploading, editing and amending existing and new School Policies.

GENERAL REQUIREMENTS

General requirements include:

- Support and advance the mission of the School as a Christian community that seeks to make an outstanding impact for the good of society through its students and by the quality of its teaching and leadership in education.
- Support and advance the values of the School as a community that seeks to promote:
 - Humility
 - Honesty
 - Respect
 - Responsibility
 - Integrity
 - Compassion
 - Excellence
- Model Christian character and good moral behaviour.
- Demonstrate advanced communication and inter-personal skills.
- Create a productive work environment where staff and students are valued and respected.
- Contribute to the collegiality of the School.
- Support the Headmaster and help translate the wishes of the School Governance and School Management into effective practice.

KEY RELATIONSHIPS

- Reports to the Director of Continuous Improvement.
- Strong working relationship with the Quality and Compliance Manager, the Extended Executive, their Executive Assistants, Campus Support and other School staff.
- Works with internal and external stakeholders and providers.

REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE:

Experience:

- Previous experience of administering governance or compliance databases.
- Knowledge and familiarity with database platforms such as Complispace.
- Highly analytical with strong attention to detail.
- Awareness of the policy development and review cycle, including the need for appropriate consultation.

Personal Attributes:

- Excellent written and verbal communication skills.
- Ability to prioritise tasks to meet deadlines to ensure efficiency.

QUALIFICATIONS

- Relevant qualifications and experience in related fields.
- Current Working with Children Check (WWCC).

TERMS AND CONDITIONS OF EMPLOYMENT

This position is covered by the Support Staff MEA.

This position is either a Part Time or Full Time (Term Time only) Support position. Staff employed in Support positions may be required from time to time, to work reasonable additional hours in order to fulfil the duties of the position.

WORK HEALTH AND SAFETY

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety.

Your WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times.
- Following policies, procedures and lawful direction designed to ensure a safe work environment.
- Reporting any hazard, injury, or near miss through the School's RMS system.
- Following emergency evacuation and management procedures if required.
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties.
- Undertaking WHS training as deemed relevant to your role.

FINALLY

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.