

# Job Description



Hunter Valley  
Grammar School

**Position Title:** Compliance Administrator

**Reports to:** Compliance Manager

**Award/Agreement:** Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021

**Classification:** Clerical Officer, Level 2

**Date Last Reviewed:** 1 July 2024

## Position Summary

The Compliance Administrator supports the overall compliance operations of Hunter Valley Grammar School through efficient and effective administrative support to the Compliance Manager.

## Key Responsibilities

- Provide comprehensive administrative support to the Compliance Manager, encompassing tasks such as WWCC clearances and oversight of Work Health and Safety initiatives and systems.
- Collaborate in the development, implementation, and upkeep of systematic monitoring and regular reporting of compliance with the School's internal and external obligations.
- Ensure meticulous maintenance of records for employees, contractors, and volunteers to guarantee all compliance requirements are met accurately.
- Aid the Compliance Manager in drafting, maintaining, and disseminating governance documents for the School, including Policy, Procedure, and Guideline documentation.
- Manage the School's compliance calendar and registers, ensuring adherence to compliance deadlines through vigilant monitoring.
- Deliver outstanding customer service to both internal and external stakeholders.
- Actively contribute to cultivating a positive and dynamic workplace environment characterised by integrity and ethical conduct.

## Other duties

- Assist with adhoc administrative projects as required.
- Provide support to students requiring first aid in the absence of the School Nurse or during busy periods
- Communicate with parents regarding student medication, accidents and collection, when required.

## Core Expectations

- Maintain strict confidentiality with respect to the School's business.
- Display a strong commitment to the strategic direction of the School.
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information.
- Demonstrate overt support for the School values.
- Develop and maintain positive working relationships with stakeholders; particularly during times of organisational disruption.

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- Be able to work as part of a team and autonomously.
  - Be an active problem solver and provider of solutions.

### **Selection Criteria**

- Experience in a customer facing, administration, reception or professional office position in a school or professional office environment.
- Excellent computer literacy skills (Microsoft Office, Excel, Canva, Adobe Suite).
- Ability to engage with staff, students and other stakeholders compassionately and empathetically while maintaining confidentiality and professional boundaries.
- Proven ability to liaise professionally with stakeholders in a skillful manner, understanding the importance of protocol and quality customer service and customer experience.
- A high level of integrity, diplomacy, discretion, and confidentiality.
- Current Working with Children Check employment clearance.
- First Aid Certificate (or willingness to obtain).
- Effective written, verbal, and interpersonal communication skills.
- Effective organisational and time management skills.
- Ability to:
  - Work autonomously, using initiative and without direct supervision support.
  - Prioritise, work under pressure and to deadlines.
  - Build rapport quickly and maintain trust.
  - Contribute openly and with confidence with other team members in a respectful and sensitive manner.
  - Recognise internal and external feedback as an opportunity for growth.
  - Be flexible and adapt quickly in a dynamic environment.