



Ballarat High School

POSITION DESCRIPTION

Administration Manager

TIME FRACTION	1.0 (38 hours/week)
CLASSIFICATION	ES Level 1, Range 3
JOB TITLE	Administration Manager
EMPLOYMENT PERIOD	10/03/2026 – Ongoing
JOB OPENING NO.	1517454
APPLY BY	26/02/2026

School Profile

Ballarat High School is a vibrant and inclusive government secondary school with a proud history dating back over a century. The school caters to approximately 1,500 students from Years 7 to 12 and offers a broad, challenging and future-focused curriculum designed to meet the diverse needs and interests of our students.

Ballarat High School is a learning community where every person is valued, respected, and challenged as a learner. At Ballarat High School, we are guided by the core values of Pride, Respect and Responsibility, which underpin all aspects of school life. These values shape a positive school culture where students are encouraged to strive for excellence, take ownership of their learning and behaviour, and contribute meaningfully to their community.

We are committed to evidence-based teaching, student wellbeing and the ongoing professional growth of our staff.

With strong community connections, modern facilities and a culture of high expectations, Ballarat High School provides a dynamic environment where all students are supported to thrive.

Role Description

The Ballarat High School administration team includes a Business Manager, 3 x Administration Manager positions, and 4 x Office Administration positions. A rotational system operates, within each level, to maximise job satisfaction, skill sharing, and operational efficiency & effectiveness.

An Administration Manager, will undertake, one of the following roles, every 24 months:

- Administration Manager – Office Manager
- Administration Manager – Finance Manager
- Administration Manager – Personnel Manager

With direction and support, the Administration Managers at Ballarat High School would be responsible for the efficient operation of the office administration, financial and personnel/payroll operations of the School.

The holders of these positions will be required to operate a variety of ICT applications, including MS Office, CASES 21 Finance, CASES 21 Student Admin, EduPay, and Compass, each with a high degree of proficiency.

The nature of this role requires the incumbent to have skills in the organising and prioritising of workflow and the management of a small team of staff.

This position will provide advice and recommendations to the Business Manager, Principal, Assistant Principals, College Council and staff and liaise with members of the School community, the Department, other government agencies and service providers on a regular basis. This requires an understanding of School operations and culture, and highly developed communication skills. The Administration Manager would be expected to have the capacity to suggest ideas, design plans and develop potential solutions to achieve required outcomes.

As an Education Support staff member, the range of duties may be expanded in the future in accordance with the ES Level 1, Range 3 General Duties.

Responsibilities

The following listed responsibilities are designed to be informative, but not exhaustive, as circumstances and requirements may change over time.

Generic

- Develop and implement strategies to ensure effective and efficient administrative procedures are in place.
- Actively liaise with the School community in relation to support requirements.
- Undertake all work in an efficient, accurate and timely manner, ensuring any discrepancy is fully investigated, reported and rectified.
- At all times working to create a professional environment, which upholds and displays the Schools' vision and values.
- Take a leadership role in building the capacity of the ES staff in the administration team.
- Undertake clerical and keyboard duties in support of the Schools administration function, as required.
- Maintain, enter and retrieve data from the School's computer systems, including the student, financial, payroll, recruitment and attendance databases.
- Prepare correspondence according to School procedures.
- Prepare and maintain documents, spreadsheets and lists as required.
- Maintain appropriate filing systems according to School procedures.
- Receive client enquiries and provide direction, advice and assistance.
- Ensure security and workplace safety is maintained within the administrative area.
- Ensure work areas are in a clean, safe and orderly condition at all times.
- Work with the Business Manager on special projects as required.
- Assist in the identification of own training needs.
- Participate in a process of Performance Development.

Administration Manager – Office Manager

- Coordinate the provision of professional administrative/reception services to the School Community.
- Coordinate the Grade 6 to Year 7 Placement and Transition enrolment requirements.
- Coordinate student enrolments, including requests, documentation, acceptance and database functions.
- In consultation, with the Business Manager, determine and manage work priorities within the General Office.
- Supervise and manage the ES staff working in Office Administration positions, including relief staff.
- Liaise with the School Community to establish and maintain appropriate procedures for excursions/camps/other activities. Provide reports and feedback as required.
- Manage the preparation and distribution of the School Newsletter, circulars and other documentation to be provided to the School Community.
- Manage the use and maintenance of materials and equipment within the Office area, including the development of procedures relating to their use.
- Co-ordinate the purchase of equipment and materials as required, making recommendations for new purchases to senior staff where necessary.
- Undertake the role of Minute Secretary to School Council.
- In consultation with the Business Manager, take a lead role in CASE21 Administration/Finance functions and requirements.
- In addition to the above leadership responsibilities, the Office Manager will undertake duties as per the Office Administrator role.

Administration Manager – Finance Manager

- Undertake all accounts payable functions for the School, in accordance with all relevant legislation and guidelines.
- In consultation with the Business Manager, provide heads of faculty and other staff with financial reports and assistance as required, including budget data from CASES/Compass.
- Take a lead role in assisting staff with procurement requirements and adherence with relevant Policies.
- Manage the use and distribution of “Store” purchase cards and assist with the reconciliation of Corporate Card transactions/statements.
- Maintain the school asset and insurance registers and implement a process for regular stocktakes.
- In consultation with the Assistant Principal – School Operations, maintain facility and maintenance records as required.
- Manage all accounts receivable functions for non-family debtors.
- Liaise with contractors regarding the provision of quotes, supplies and services as required, (e.g. janitorial supplies, bus bookings etc.).
- Undertake a major role in the administration of the CSEF, SSR and other related government programs for families.

Administration Manager – Personnel Manager

- Undertake all EduPay maintenance for DE staff at Ballarat High School, in accordance with Awards, Policies and Guidelines.
- Provide advice on the implementation of Agreements, Awards, Policies and Guidelines to Principal Class.
- Provide staff with details of leave entitlements and assist with basic payroll guidance.
- Undertake all payroll functions for School Council employed staff, via –EduPay.
- Manage the Superannuation requirements for School Council employed staff.
- Manage and maintain a system for recording all staff absences.
- Maintain all staff personnel files in an orderly and comprehensive manner.
- Provide Staff Listings as required throughout the year.
- Liaise with Selection Panel chairpersons to provide support and Policy advise as required.
- Participate in new Staff Induction processes, and liaison for new/returning staff.
- Undertake checks on compliance with VIT and WWCC requirements.
- Maintain a register and stock of school keys and manage their distribution.
- Maintain strict confidentiality and sensitivity with personnel records and staff issues.

Key Selection Criteria

Applicants are requested to present a written response to the key selection criteria below:

- 1.0 Demonstrated experience and skills in co-ordinating education support functions.
- 2.0 Demonstrated capacity to supervise the work of other support staff.
- 3.0 Experience and capacity to develop procedures and guidelines relating to the work area.
- 4.0 Demonstrated high-level oral and written communication skills.
- 5.0 Possess the technical knowledge and expertise relevant to the position.
- 6.0 Demonstrated capacity to provide advice and support to management in respect to the work area.
- 7.0 Demonstrated commitment to professional learning and growth for both self and others.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfil the specific requirements of the position.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at [Child Safe Standards: Policy | education.vic.gov.au](https://www2.education.vic.gov.au/child-safe-standards)

DE Values

The department's employees commit to upholding the department's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. The department's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the department values is available at:

<https://www2.education.vic.gov.au/pal/values-department-vps-school-employees/overview>

Diversity and Inclusion

The Department is committed to diversity and inclusion and developing a workforce that is representative of the community we service. We value diversity and inclusion in all forms – culture, gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the Department. The Department recognises that the provision of safe, respectful and inclusive workplaces is essential to high performance and promotes flexible work and diversity across all schools and Department workplaces. It is our policy to provide reasonable adjustments for persons with a disability (see [Disability and Reasonable Adjustments – Staff: Policy and Guidelines | VIC.GOV.AU | Policy and Advisory Library](#)).

Additional support and advice on the recruitment process is available to Aboriginal and/or Torres Strait Islander candidates from the Koorie Outcomes Division (KOD) via marrung@education.vic.gov.au.

Applicants seeking part-time employment are encouraged to apply for any teaching service position and, if they are the successful candidate, request a reduced time fraction. Such requests will be negotiated on a case-by-case basis and will be subject to the operational requirements of the school.

Conditions of Employment

- All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
- Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.
- A probationary period may apply during the first year of employment and induction and support programs provided.
- Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <https://www.education.vic.gov.au/hrweb/Pages/default.aspx>
- A current Working with Children Check.

Applications

Enquiries regarding the position can be directed to Mrs. Lesley Thorpe 03 5338 9000.

Please ensure that your application includes:

- A resume including relevant experience as well as personal details (name, address, email and contact number)
- A section addressing the key selection criteria and the requirements for application under the *Who May Apply* section
- Names and contact numbers (telephone and email) of three referees who are able to attest to the claims made in your application.

Please note that the selection panel may seek additional referees beyond those you name. Consistent with policy, we shall advise you if we will take this action.

Applications should be submitted via School Jobs Vic (formally Recruitment Online)

<https://www.education.vic.gov.au/hrweb/careers/Pages/advacsSch.aspx> or a copy of your application can be emailed to Mrs Julie Pickering, Personnel Manager, julie.pickering@education.vic.gov.au marked Confidential – Administration Manager, by 11.59pm on the closing date.



If you need help to understand the information in this Job Description, please contact Ballarat High School on (03) 5338 9000 or ballarat.hs@education.vic.gov.au