



PRINCE ALFRED COLLEGE

## **Role Profile**

### **Co-curricular Administrative Assistant**

#### **The Position:**

The Co-curricular provides high-level administration and operational support to the Director of Co-curricular and provides a strategic link between the Directorate and the staff and external contacts. The role is instrumental in ensuring the smooth operation and coordination of all co-curricular programs that enhance the student experience beyond the classroom.

**Reports to:** Director of Co-curricular Activities.

#### **Key Relationships:**

Head of Sport Secondary, Head of Sport Preparatory, Directors of Specific Programs (including Cricket, Rowing, Football) Co-ordinators of Sports, Sports Administrator, Head of Physical Strength and Conditioning, Head of Drama, Head of Music, and Events Team.

#### **Specific responsibilities include, but are not limited to, the following:**

##### **1. Executive support services for the Director of Co-curricular Activities**

- Provide high-level administrative support to the Director of Co-curricular Activities;
- Assist in scheduling of appointments, meetings and engagements exercising discretion as to urgency and importance of requests for meetings;
- Provide a schedule of committee meetings, and prepare and circulate agenda, minutes and action items;
- Maintain accurate records and files pertaining to co-curricular programs;
- Draft communications, including emails, newsletters, and notices to students, parents, and staff for review by the Director of Co-curricular Activities;
- Liaise closely with a range of College staff, particularly Heads of Sport, Drama, Music and of specific sporting programs;
- Serve as a point of contact for students and parents regarding co-curricular programs;
- Address inquiries and provide information on program offerings and schedules;

##### **2. Tour coordination**

- Support the Director of Co-curricular Activities to develop the annual schedule of student tours and exchanges;
- Research and select appropriate destinations that align with educational goals and objectives;
- Coordinate with tour operators, transportation providers, and venue contacts to arrange all logistical details;
- Prepare and manage budgets for all student tours, ensuring cost-effectiveness;
- Obtain quotes, negotiate contracts, and secure approvals for expenditures;
- Monitor expenses and process payments in accordance with College policies;
- Ensure all tours comply with school policies, educational standards, and local regulations;
- Develop and implement draft safety protocols and emergency procedures for each trip for review;
- Obtain necessary permissions and documentation, including parental consent forms and medical information.

- Register students into selected tours;
- Provide detailed itineraries, packing lists, and pre-trip briefings to participants and their families.
- Support the Director of Co-curricular Activities to address any concerns or issues that arise before, during, or after the tours;
- Field periodic enquiries from teachers, parents and students regarding tours;
- Maintain accurate records of all tours, including participant lists, budgets, and incident reports;
- Assist to evaluate the success of each trip and provide feedback to improve future tours and exchanges;

### 3. RED Centre Gym

- Assist with administration of Xplor for RED Centre gym memberships

### 4. Other duties

- Assist in the planning and execution of school co-curricular events;
- Assist with planning for parent information nights and other events as required;
- Other duties as required in accordance with the College operational requirements.
- Flexibility and willingness to perform a variety of tasks demonstrated.
- Provide lunch cover for student services desk on an agreed roster.

### Key Knowledge and Skills:

- Excellent communication skills – a positive interpersonal style and strong customer focus.
- Excellent time management skills and ability to prioritise workload, able to be proactive, flexible and demonstrate initiative.
- Well-developed computer literacy skills.
- An overriding commitment to the highest standards of excellence, professionalism and integrity.

Discretion and judgement are required in dealing with confidential and sensitive matters

**Engagement:** 30 hours per week (to be negotiated) over 40 weeks per year

**Salary:** Prince Alfred College Enterprise Agreement

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