



# VASS Administrator and Administration Support Officer

## **The College**

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young people grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Parade College is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care. Parade offers a multitude of curriculum options for students, whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The professional environment for staff at Parade College emphasises innovation, the importance of lifelong learning and quality relationships between staff, students and the College community.

## **The Position**

This is a rare opportunity for an inspired Administration professional who thrives in a values-focused organisation with multiple competing priorities. Working in close collaboration with the broader teaching and learning team, you will be responsible for the College's VASS responsibilities.

This role requires a high degree of organisation, attention to detail and accuracy whilst successfully cultivating positive working relationships. The successful candidate will operate with the passion of supporting the young people educated by Parade College at the heart of their work performed.

This is a full-time ongoing position, attracting seven weeks' school holidays. The position is classified as Education Support Employee Level 3 positions attracting an annual salary within the range \$78,988 to \$89,499 per annum plus superannuation.

## **The ideal candidate will have:**

- A high level of attention to detail and accuracy.
- Understanding of and commitment to the values of a Catholic educational system of schools in the Edmund Rice tradition.
- Extensive Administration experience in a busy environment, with experience working with systems and/or within education administration considered an advantage.
- Demonstrated ability to adapt to new and changing environments.
- Interpersonal skills and an ability to successfully engage and collaborate with multiple stakeholders.
- Willingness to be trained in and perform any of the duties falling under the 'key responsibilities' section of this position description.
- Currently possess, or willing to obtain a Working with Children Check and complete a National Police Check.

Extensive training will be provided to the successful candidate as well as the opportunity to undertake further training.

All Staff are expected to support and participate in the faith life of the College including commitment to the College Mission, ethos, and participate in ongoing professional development and learning.

**Working at Parade College:**

- Working within and around outstanding, grounds and facilities;
- Working with a collegial staff group;
- Onsite allocated car park space;
- Staff gym;
- Salary packaging available;
- Pay and conditions set by a state-wide enterprise agreement, and
- The satisfaction of contributing to the educational development of our young people.

**Application Requirements**

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a solid understanding of the role.

Applications must include:

- a **covering letter** addressing the **Key Selection Criteria** including your skills, qualifications and experience relevant to the role; together with
- a current **Curriculum Vitae**.

For enquiries please contact the Director of Human Resources via email: [hr@parade.vic.edu.au](mailto:hr@parade.vic.edu.au), or phone: 94683300.

To apply for this position, please visit the Employment Page on the College website via: <https://www.parade.vic.edu.au/about-us/employment> and select 'Apply'.

**Applications close at 4pm, Friday 20 February 2026.** (please note applications will be considered as received and interviews may be held during the application period.)

*Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.*

*This community is committed to the safety, wellbeing and protection of all children in our care.*



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	VASS Administrator and Administrative Support Officer
<b>Reports To</b>	Assistant Principal – Teaching and Learning

PRIMARY PURPOSE OF POSITION
-----------------------------

This role provides targeted assistance to the Teaching and Learning Executive, specifically the VCE, VCE Vocational Major and VET (Registered Trade Organisation) in the following areas:

- To identify relevant College-wide systems, processes and protocols and/or new processes that will facilitate key administrative functions within various Teaching and Learning areas and work with the Dean of Learning (Year 10-12), Dean of VCE Vocational Major, Learning Area Leaders and VET Coordinators and their team members on the development and implementation of these.
- To support Teaching and Learning team members identification, implementation and engagement in administration systems and processes that enhance the efforts of the VCE, VCE VM and VET.
- To enable all Teaching team members' professional capacity to engage with colleagues, students, parents/carers and the community.
- To provide additional administration support for significant events, activities and projects where the delivery of critical outcomes are impacted by time, volume and complexity.

STATEMENT OF DUTIES
---------------------

<b>Information and Data Management</b>	Manage the College's VASS responsibilities as the College VASS Administrator, including: <ul style="list-style-type: none"><li>• Set up VCE/VCE VM and VET Classes and allocated teachers</li><li>• Import VCE student programs.</li><li>• In liaison with the Learning Area Leader, Vocational Major upload, VCE VM enrolments, VET Enrolments, SWL enrolments.</li><li>• Ensure appropriate eligibility reports are run to confirm students are enrolled in valid programs.</li><li>• Ensure all VCE, VCE VM and VET enrolments are entered on VASS correctly.</li><li>• Accurate entry of VCAA result requirements, including entry of Coursework scores, SAT/SAC results.</li><li>• In liaison with the Assistant Principal-Teaching and Learning, Dean of Learning (Years 10-12), Dean of VCE Vocational Major print, collate and distribute all VCE school statistics and VCE data service reports. Including VCE Unit Results, indicative grades, VET Scores and UOC outcomes.</li><li>• Provide timely, relevant documentation for teachers for VASS input and auditing of entered results.</li><li>• Update VASS database with student transfers, student exits, student subject and course changes throughout the year.</li><li>• Provide data to the members of Teaching and Learning Executive in relation GAT, Special Provision outcomes, Audit requests.</li><li>• Student Data – ensure appropriate compliance is completed to ensure student details and permissions are updated as per VCAA deadlines</li><li>• Download and distribute VCE results and VCE Data Service packs to the Assistant Principal – Teaching and Learning, Dean of Learning (Yr 10-12), Learning Area Leaders and Teachers.</li></ul>
--	---

	<ul style="list-style-type: none"> <li>Distribute VCAA information to relevant stakeholders.</li> <li>Coordinate student enrolments and exam arrangements for students studying subjects through external groups such as VSV and VSL.</li> <li>Maintain and prepare VASS, VCE, VCAA documentation for auditing processes.</li> <li>Distribute information and collate information to ensure all Special Consideration applications can be submitted as required and meet the requirements for students undertaking Unit 3 &amp; 4 studies.</li> <li>Ensure VCAA responses are provided to students, parents and staff accordingly.</li> <li>Follow up and provide any additional support information required by the VCAA.</li> <li>Ensure all Unit 3 &amp; 4 assessment timetables and VCE information is distributed to students, including GAT brochures and VCE Navigators, as required.</li> <li>Gather information/supporting evidence and submit applications for Derived Examination Score applications, as required.</li> <li>Coordinate confirmation that all scores and results entered into VASS are correct.</li> <li>Coordinate arrangements to ensure rooms/venue set up for the GAT and VCE examinations, including students with special provisions.</li> <li>In conjunction with the Dean of Learning (Years 10-12) liaise with VCE exam invigilators and ensure that all documentation and record keeping is maintained.</li> <li>Liaise with the Chief Supervisor and ensure sufficient supervisors are engaged and attend VCE examinations on time.</li> <li>Ensure the security of all VCE examination materials.</li> <li>General VASS, VET administration.</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>Work in collaboration with Assistant Principal Teaching and Learning, and the Teaching and Learning team to support various administrative functions, including College Assemblies, Award Ceremonies, Valete Evening.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>Support the Dean of Learning (10-12) and VCE VM with administration involved with Unit 1-4 assessments.</li> <li>Supporting the Teaching and Learning Leaders (TaLL) team with the administration of examinations and Teaching and Learning related events.</li> <li>Available to work on the date VCE results are released to schools in December. This usually involves outside usual business hours (e.g. the day before VCE results are released to students, this may be a weekend).</li> <li>Provide support of College First Aid as required as a rostered First Aid Officer.</li> <li>Provide support of College Student Reception as required.</li> <li>Other Duties as required by the Principal, Assistant Principal of Teaching and Dean of Learning (Year 10-12).</li> </ul>
<b>KEY PERFORMANCE INDICATORS</b>	
<ul style="list-style-type: none"> <li>Satisfaction of the Principal, Assistant Principal and Teaching and Dean of Learning (Year 10-12) with the level and quality of support.</li> <li>Ability to meet deadlines with high quality outcomes and products.</li> <li>Ability to carry out a number of non-teaching duties in a spirit of team work and collegiality.</li> <li>Ability to demonstrate flexibility.</li> <li>Effective communication with key staff across the School.</li> <li>Coordination and management of multiple processes and projects concurrently.</li> <li>ICT skills, in Office 365, Excel, VASS and other ICT software and programs effectively (e.g. Synergetic).</li> <li>Ability to Oversee and coordinate key aspects of projects and organisational functions.</li> <li>Ability to deliver key outcomes within agreed and realistic timeframes.</li> </ul>	

POSITION REQUIREMENTS	
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Friendly and warm disposition.</li> <li>• Welcoming and helpful personality.</li> <li>• Ability to interact well with staff, parents and students.</li> <li>• Ability to work effectively under pressure.</li> <li>• Ability to problem solve.</li> <li>• Strong working knowledge of Microsoft Office 365 Suite including intermediate excel skills.</li> <li>• Synergetic knowledge and experience with the ability to extract data as required.</li> <li>• Strong attention to detail/compliance and a focus on taking action to adhere to due dates.</li> <li>• Excellent time management and organisational skills.</li> <li>• Demonstrated ability to maintain strict levels of confidentiality</li> <li>• A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.</li> <li>• Commitment to continuous improvement and efficiency with a pro-active attitude</li> <li>• A personal sense of initiative, enthusiasm and a high level of energy.</li> <li>• A resourceful team member who can operate in a collaborative and inclusive manner.</li> <li>• Experience working in a busy, fast-paced environment would be advantageous.</li> <li>• Loyalty to the College and its staff.</li> <li>• Ability to work flexibly across a two campus environment.</li> <li>• Support of College policies and strategic direction.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Be experienced in working with children.</li> <li>• A demonstrated understanding of child safety.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.</li> <li>• A working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA.</li> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>
<b>Selection Criteria</b>	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. Demonstrated experience working effectively within an office administration environment in a Secondary School.</li> <li>3. Demonstrated high level of attention to detail and with a proven ability to problem solve.</li> <li>4. Well-developed interpersonal skills including organisation and communication, with the proven ability to work effectively, independently and collaboratively, as part of a team.</li> <li>5. A demonstrated ability to self-motivate, initiate, prepare ahead of time and work autonomously under minimal supervision, with a proven ability to work within a team environment.</li> <li>6. Intermediate computer skills and experience, including Microsoft Office suite and database entry and reporting.</li> <li>7. Commitment to ongoing professional learning.</li> </ol>

#### TERMS AND CONDITIONS

- Terms and conditions for this position are as outlined in the *Catholic Education Multi Enterprise Agreement 2022* for Education Support Employees.
- This position attracts seven weeks' school holidays.
- The position reports to the Assistant Principal, Teaching and Learning, and will need to be available to the Assistant Principal during specified periods leading up to the commencement of school and after school finishes/school holiday periods.
- The position will, from time-to-time require attendance outside normal hours.
- The successful applicant would require a commitment to ongoing professional learning. The position is subject to a regular cycle of professional appraisal and performance review according to College policy.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Applicants are required to pass a Working with Children Check and a National Police Record Check.