



## SUPPORT EDUCATION ADMINISTRATOR (ELC, Primary & Secondary)

**Part Time – 2 to 2.5 days per week.**

The Melbourne Rudolf Steiner School (MRSS) is a K–12 co-educational, non-denominational school situated in the outer-eastern Melbourne suburb of Warranwood.

We are seeking a Support Education Administrator to job-share the second half of a full-time load. You would work closely with the current Support Education Administrator and other administration staff as well as ELC, Primary and Secondary Teachers in assisting with the development and implementation of the NCCD (Nationally Consistent Collection of Data on School Students with Disability) requirement for students with disabilities.

### About this Role:

The Support Education Administrator has a key role in communicating, liaising, and arranging the school's requirements for the NCCD, and together with the teaching staff and Support Education team, ensures meaningful learning and positive outcomes for students with diverse learning needs. The role also entails administering the VCAA special provision requirements for VCE students and VCE supervisors.

The successful applicant will enjoy working with teaching staff and parents, and will preferably have an understanding of or background in Steiner Education.

This role requires a flexible person who will perform a variety of tasks. These include, compiling Individual Education Plans, arranging meetings with parents and teachers, taking notes at parent and teacher meetings, uploading documents to the Engage data management system, familiarity with the Disability Discrimination Act 1995 and the Disability and Standards for Education 2005, well-developed interpersonal skills including organisation communication, with a proven ability to work effectively, independently and collaboratively in a team.

This role also requires experience with the following platforms: Google Docs, MS Office, Engage / Operoo (or other school management system), and good general IT skills.

### Requirements:

- A current Working With Children Check
- A sound understanding of, and commitment to, current Child Safety Standards
- The right to work in Australia

### How to Apply:

Applications should be sent with a current CV and cover letter, as well as the names and contact details of two referees, **by Thursday 17<sup>th</sup> April 2025**.

**Email:** [office@mrss.vic.edu.au](mailto:office@mrss.vic.edu.au)

### Child Safety Standards:

MRSS is committed to ensuring child safety. MRSS has zero tolerance for child abuse and has in place policies and procedures to uphold the Victorian Child Safe Standards to ensure a child-safe environment. Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved at MRSS has a crucial role to play to ensure that the well-being and safety of all children and young people is at the forefront of all they do and every decision they make.