



Support Education Administrator (Primary & Secondary)

This position is part-time 0.5 FTE (52 weeks with an entitlement of 4 weeks annual leave) and has the possibility of increased load in the future.

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

We are seeking an experienced Support Education Administrator to work closely with 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.

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 student outcomes for students with diverse learning needs is provided.

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

The Support Education Group requires a flexible worker who will perform a variety of tasks. These include compiling Individual Education Plans, arranging meetings with parents, taking notes of parent meetings, uploading documents on 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.

Applicants must have a current Working with Children Check and a sound understanding of, and commitment to, current Child Safety Standards.

"Melbourne Rudolf Steiner School is committed to the safety, well-being, and inclusion of all children and young people including those with a disability, indigenous Australians, children from culturally and linguistically diverse backgrounds, gender diverse and international students and children unable to live at home. This will be a primary focus of our care and decision-making. Melbourne Rudolf Steiner School has zero tolerance for child abuse."

Only people with the right to work in this country may apply for this position.

Applications should be sent with a current CV and cover letter, as well as the names and contact details of two referees by **Wednesday 20th December, 5 pm.**

Email: office@mrss.vic.edu.au