

## Position Description

### Office Manager & Personal Assistant to Head of Junior School

<b>Position title:</b>	Office Manager & Personal Assistant to Head of Junior School
<b>Reports to:</b>	Head of Junior School
<b>Campus:</b>	Traralgon Junior School
<b>Conditions:</b>	Full Time, Ongoing

The following Position Description is intended to give prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties.

#### Introduction

St Paul's Anglican Grammar School is independent co-educational school with campuses in Warragul and Traralgon with a third campus in Drouin opening in 2025. The Warragul Campus is a K-12 school situated 100km to the east of Melbourne and the Traralgon Campus is situated 175 km east of Melbourne and is a K-7 school. The Secondary School's graduates have an outstanding tertiary entrance and academic success rate and the School is proud of its wide and varied sporting, musical and co-curricular program.

#### General:

- Demonstrated experience and efficiency in business and general office procedures.
- Excellent communication skills, both written and verbal.
- Strong interpersonal and public relations skills.
- The ability to deal calmly and effectively with many different demands simultaneously.
- An ability to prioritise work-flow and meet deadlines under pressure.
- Solve problems creatively, and work with initiative.

#### Major Duties and Responsibilities:

##### Reception

- Oversee reception staff and their roles and responsibilities
- Be flexible in managing the day-to-day work flow allowing for frequent interruptions from students, teachers, parents, and other unscheduled tasks which need immediate attention
- To answer incoming calls in a timely and professional manner
- To greet all visitors to St Paul's Anglican Grammar School with a welcoming, friendly and professional manner
- To provide outstanding customer service to all visitors to St Paul's
- Understand the emotional nature of students with compassion, insight and guidance
- To act as the face of St Paul's at all times – friendly, professional and well presented
- Manage ongoing ordering and monitoring of stationary for staff
- Assist with the organisation of school functions preparing catering and other requirements
- Have an excellent knowledge of the day-to-day events at the School and movements of key staff
- Responsible for the signing in and out of visitors to the School and keeping updated records
- Undertaking administration tasks such as preparing letters, labels, emails for the Head of School and Leadership team.

- Ensure that all mail coming in and going out of the School is attended to and is sent to Australia Post in a timely manner
- Updating the Synergetic system as required
- Maintenance of student files

### **Student Services**

- Act as the first point of contact for the School's student and parent body and handle daily enquiries and requests for assistance from students and their parents.
- Provide first aid assistance to students and ensure the School's sick bay is well maintained.
- Ensure all Student Anaphylaxis, Asthma, Epilepsy and Diabetes plans are up to date and uploaded to Synergetic.
- Letters to be sent to parents one (1) month prior to plan expiring advising new plan required. Ensure all plans are received prior to expiry of current plan and Epipens are replaced prior to Expiry date.
- Ensure all Junior School First Aid kits are up to date with NO expired products, including School Epipens and Asthma relievers.
- Excursions and camps – utilising Consent2Go systems to collect and collate information, book buses, provide medical printouts for excursions; and to provide first aid kits for excursions
- Student attendance – follow up on any student absences via SMS messaging
- Maintenance of sick bay

### **Administrative Support**

- Provide the Head of Junior School with confidential secretarial support by having a high standard of word processing and management of electronic document archives
- Answer Head of Junior School phone when required
- Preparation for conferences and meetings as required
- Assist in the organisation of school and campus functions such as official openings, Parent Teacher Interviews, Presentation Assembly, Open Day, Special Assemblies or other functions as required.
- Attend weekly briefing meetings and takes the minutes of meetings as required
- Assist Head of Junior School to prepare newsletters within the scheduled timeline
- Assist in maintaining the efficient function of the Head of Junior School's office with regard to the movement of incoming and outgoing papers, correspondence and files
- Liaise with members of campus staff in the facilitation of communication with the Head of Junior School, and between teaching and non-teaching members of campus staff
- Liaise with parents (current and prospective), handling queries and complaints, assisting office-bearers of the Parents' and Friends Association
- Liaise with students by arranging for interviews with the Head of Junior School, handling queries and complaints, and assisting in the direction of students as required
- Liaise with staff on other campuses
- Assist in arranging meeting venues, travel accommodation and catering as required
- Assist with the maintenance of campus archives
- Keep the Head of Junior School informed of relevant campus and school matters e.g. births, deaths, marriages, staff personal events etc
- Relief reception when required
- Other duties as directed by the Head of Junior School from time to time.

**Interpersonal skills include:**

- Supportive of the ethos of a Christian Independent School
- Demonstrated competence and efficiency in general office procedures
- Ability to interact purposefully with students of all ages, combining warmth and approachability with clear expectations of student behaviour and courtesy
- Demonstrated initiative, flexibility and discretion
- A strong sense of corporate and personal loyalty
- An ability to gain cooperation and assistance from the School's teaching and Education Support staff.
- Well-developed communication skills particularly in respect to letter writing.
- Preparation and regular updating of rolls
- Daily checking of absentee return
- Phoning parents of absentees where no reason is known

**Qualifications**

- Working with Children Check
- Certificate in Office Administration (or equivalent experience)
- Level II First Aid Certificate (or the ability to obtain this)
- Well-developed computer skills (Microsoft Word, Excel, Publisher and PowerPoint, Microsoft Outlook, Office 365, Ability to utilise/navigate a complex database)

**Child Safety Statement**

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

### Hours of Work

- Hours 8.30am – 4.30pm, 38-hour week
- Minimum of 5 weeks leave; additional leave may be negotiated/available depending upon workload requirements
- The conditions of the staff collective agreement apply to this position
- Salary dependent on qualifications and experience

### Conditions of Employment

This is a full-time appointment with general conditions being covered by the existing St Paul's Anglican School Enterprise Agreement 2023 to 2027.

### Applications

Applicants should submit **via email**, their application for this role, including:

- Cover letter
- Resume, providing a career overview and highlighting key achievements relevant to this role
- Referees – two professional referees who can speak to your experience, character and suitability for this position

Please address applications to the Human Resources Manager at [hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au).

For further information or discussion about this role please contact Ann Wilson, Human Resources Manager on 5623 5833 prior to the closing date.