POSITION DESCRIPTION

Administration Assistant

Position Title: Administration Assistant
Reports to: Head of School
Campus: Traralgon Junior School

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. It is expected that specific tasks and functions will change from time to time in line with School's operational structures and programs.

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

- 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
- 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 orders for tea/coffee/biscuits 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 Executive office and other Heads of School.
- 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

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.
- Liaise with parents to ensure expiring medical plans are renewed and EpiPens are replaced prior to expiry dates
- Ensure all Secondary School First Aid kits are up to date with NO expired products, including School Epipens and Asthma relievers.

- Excursions and camps – utilising Consent2Go system 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

Qualifications

- Working with Children Check
- Certificate in Office Administration (or equivalent experience)
- First II Aid Certificate
- Asthma and Anaphylaxis

Key Contacts

- Heads of School
- Students
- Parents
- Teachers and Other Staff
- External Visitors/Contractors/Presenters
- Delivery Officers

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.

Occupational Health & Safety

All employees are responsible for their own safety behaviour and adherence to safe work practices is a condition of employment. Employees are required to observe all safety regulations and procedures.
All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others.
- Cooperating with measures introduced in the interested of workplace health and safety
- Undertaking any training provided in relations to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S manager, Head of School or Maintenance Manager.
- Correctly using any information, training, personal protective equipment and safety devices provided.

- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Undertaking only those tasks for which they have authorisation and / or the necessary training and for which all necessary safety arrangements are in place.

Intellectual property

In accepting this offer of employment, you:

- presently assign to the School all existing and future Intellectual Property Rights (defined below) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created, generated or developed by you (whether alone or with the School or with other employees, agents or contractors of the School), during the hours of work or otherwise, for use by the School;

- acknowledge that by virtue of this paragraph all such existing rights are vested in the School, and, on their creation, all such future rights will vest in the School;
- agree that you will do all things reasonably requested by the School to enable it to assure further the Intellectual Property Rights assigned under this contract of employment;
- agree that you will not use, copy or reproduce any of the intellectual property of the School other than for the purpose of your employment or as approved in writing by the School;
- voluntarily and unconditionally consent to all or any acts or omissions by the School (or persons authorised by the School) in relation to any and all works made by you (whether before or after this consent is given) during your employment which would otherwise infringe your Moral Rights.

Intellectual Property Rights: all intellectual property rights including, without limitation, patents, significant copyright works, registered designs, trademarks (both registered and unregistered), business and trading names, and the right to have confidential information kept confidential.

Moral Rights: in relation to any copyright works that you may author in the course of your employment with the School, the right of attribution, the right to prevent false attribution, and the right of integrity.

Information for Applicants

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul and Traralgon in West Gippsland.

The Drouin campus is approximately 94 kilometres from Melbourne, the Warragul campus is approximately 100 kilometres from Melbourne and the Traralgon Campus 175 kilometres.

The School has approximately 2000 students and 350 staff across all locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including co- curricular activities.

We pride ourselves on the quality of teaching and learning at St Paul's. All teachers are involved in Professional Learning Programs (PLP), working together in small groups to enhance their students' learning outcomes whilst knowledge sharing. Staff are encouraged to attend external and internal Professional Development to enhance their teaching.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

Applications

Electronic lodgement of applications via our website is preferred Careers | St Paul's Anglican Grammar School

Applications should include a cover letter, resume and the details of two referees.

Applicants seeking clarification or wishing to learn more about the position are encouraged to make contact for a confidential conversation.

Mr Joe Sheppard
Head of People and Culture
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(03) 5623 5833

Thank you for your interest in employment at St Paul’s Anglican Grammar School.