

POSITION DESCRIPTION

POSITION: Administration Employee – Office assistant **STATUS:** Term time
REPORTS TO: Office Manager **DATE:**
CLASSIFICATION: SO Level 4 **SCHOOL/COLLEGE:** EMMAUS COLLEGE
EMPLOYEE NAME:

Purpose of Position:

Under general supervision and broad guidelines of the Office Manager, provide administrative support at a senior level which facilitates the development and maintenance of office management systems which serve the educational function of the School

Key Characteristics:

Skills: Demonstrate tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy
Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Apply knowledge with depth in some areas & a broad range of skills
Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints
There is a wide variety of roles and tasks in a variety of contexts
There is complexity in the range and choice of actions required
Competencies are normally used within a variety of routines, methods and procedures

Supervision: Work will be carried out under general supervision and may be checked in relation to overall progress
Progress and outcomes sought are under general guidance
May involve a level of autonomy when working in teams

Supervision of Others:

The work of others may be supervised
Responsibility for the work and organisation of others in limited areas
Teams may be guided or facilitated
Training of subordinate staff may be required

Qualifications: Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required

Typical Duties:

Typical duties performed include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role
 - Provide administrative support to senior management of a school where discretion and judgement are required, including: taking minutes; shorthand; organising appointments and diaries; initiating and handling correspondence (which may include confidential correspondence); monitoring telephone calls; and establishing and/or maintaining working filing systems
 - Apply knowledge of advanced functions of computer software packages and to manage data ie modify fields of information, develop new databases or spreadsheet models, or graph previously prepared spreadsheets
 - From verbal or rough handwritten instructions; answer non-standard executive correspondence, prepare papers, briefing notes, or other written material
 - Train staff classified at lower levels by means of personal instruction and demonstration
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- Within a variety of routines, methods and procedures, provide significant assistance in the enrolment, family liaison and placement of overseas students

Specific Duties:

Administration:

- Liaise with Office Manager regarding the general operation of the Yaamba Road Campus Office.
- Responsible for safe keeping of money handed into Yaamba Road office.
- Lock up Yaamba Road office (including safe) and staff room each day.
- Taking principal's phone calls, messages and appointments in the absence of the Principal's Professional Assistant.
- Taking monies and writing receipts when required.
- Ensure teacher accidents are recorded on official forms.
- Receive and dispatch mail and light deliveries, including distribution of light deliveries.
- Within established routines arrange for repairs and maintenance of all Yaamba Road office equipment.
- Maintain petty cash float and reconcile record and reimburse expenses for accounting purposes.
- Provide clerical assistance to Leadership Team Members and Middle Leadership.
- Data retrieval and printing, which includes student timetables, teacher class lists. Finding students when requested by teachers.
- Make appointments for the Career/Personal counsellor.
- Make appointments for parent/teacher interviews (when requested by parents)
- Monitor and care for students in sick bay, complete appropriate documentation and follow procedures in relation to student sickness and dispensing of medication when required
- Monitor student records and report as required
- Be responsible for general management of document retention (archiving)
- Within established routines, coordinate and assist with arrangements for various school events, eg sports carnival, excursions, arts council, open days, graduations.
- In consultation with the Leadership Team or Office Manager, provide a community relations service to the College which may include:
 - liaising with various groups/associations connected to the College
 - purchasing gifts for guests or special occasions.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date
