

ADMINISTRATIVE ASSISTANT POSITION DESCRIPTION



Churchie.

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Administrative Assistant – Student Services and Deans of Studies
School / Organisational Department:	Senior School
Reports To:	Head of Senior School
Type of Employment:	Permanent Full Time
Date:	March 2024

Primary Purpose of the Position

To provide quality administrative and clerical support across the Senior School through effective coordination and communication.

The Administrative Assistant will form part of the Senior School Administration Support Team known as Student Services (MS24) and undertake general administration tasks.

This role provides administration support to the academic deans – Dean of Studies (Years 7 to 9), Dean of Studies (Years 10 to 12) and Dean of International Baccalaureate.

This position requires the incumbent, from time-to-time, to demonstrate flexibility with hours of duty to support relevant School evening events. Confidentiality and diplomacy are always essential in this role.

Please note the School reserves the right to alter this position description based on operational needs.

Key Accountabilities

General Administration Duties:

- Provide support for students at the Student Services desk in MS24
- Provide support for parents who contact Student Services
- Provide teacher support in Student Services
- Prioritise, allocate and complete job requests logged through the MS24 job request system
- Support other members of the Student Services team by carrying out other duties on a priority basis.

Key Accountabilities to the Dean of Studies (Years 7 to 9), Dean of Studies (Years 10 to 12) and Dean of International Baccalaureate

- Examination blocks: collate information from Heads of Faculty regarding examinations and their logistical requirements (rooms, examination times, special requirements etc.); set up exam facilities; arrange catch-up examinations for students
- Prepare and print examination papers and materials
- Assessment schedules: collate information from Heads of Faculty, entering data into schedules and uploading onto myChurchie and Office 365
- NAPLAN/external testing: notification to parents regarding the test, ensure facilities are set up (Morris Hall, IT), organise mailout of results
- Provide support for Parent-Student-Teacher conference evenings including setting up the Synergetic schedule, booking facilities, teacher and parent notifications and arranging appointments as required
- Subject information evenings and curriculum expos: update all relevant documents and print/publish online; ensure folders for each student has the relevant information, and follow up with students who have not submitted preferences by the due date
- Audit students who receive special provisions regularly; update documents and record this information into appropriate database
- Ensure that academic related excursion documentation is signed off by the Dean of Studies
- Update student stationery lists
- Assist the Administrative Assistant to the Deputy Headmaster (Academic) with tasks as required.

Personal Attributes:

- Demonstrated effective communication skills, with an ability to communicate with people on all levels
- Ability to develop effective, professional working relationships with the wider school community including students and their families
- Well-developed organisational and time management skills with an ability to work with a number of conflicting tasks and priorities, and meet requested deadlines
- Show initiative and work flexibility as part of a team in order to reach desired outcomes
- Ability to accept direction, and take responsibility for tasks and be able to perform duties independently
- Follow policies and procedures, including maintaining confidentiality.

Other Information

Applicants are expected to be committed to the principles of Christian education and will comply with the School's values, code of conduct, and standards for all staff and volunteers.

Personal Growth

- Pursue professional development opportunities both at Churchie and externally in order to keep abreast of changes in education and appropriate subject areas;
- Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops.

Spiritual Awareness

- Attend Staff Chapel services as a model for colleagues.

Community Service

- Support Community Service initiatives at the School.

Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Smoking (inclusive of vaping under QLD legislation) is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

From time to time additional duties may be required by the Supervisor, Executive or the Headmaster.

Child Protection

All employees of Churchie are required to familiarise themselves with the Protecting Children and Young People in Anglican Education Policy. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact with and ensure compliance with the Schools' Code of Conduct and Statement of Commitment at all times. As such all potential employees are subject to a screening process prior to appointment. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold a current Working with Children Check (Blue Card) QLD; be registered with and maintain registration with the Queensland College of Teachers (QCT); or have a current and valid registration with the Australian Health Practitioner Regulation Agency (AHPRA) prior to commencement and throughout the term of employment.

Selection Criteria

The successful candidate will have:

- Proven experience in administration within a busy organisation
- Ability to work with Information Technologies and Microsoft Office suite, with advanced skills in Excel. Experience working with databases in particular Synergetic is desirable.
- Professional demeanour and presentation, with strong interpersonal and public relations skills, alongside well-developed oral and written communication skills
- Strong organisational and time management skills with high attention to detail and accuracy. Proficient in multitasking and effectively prioritising workload.
- Excellent communication and interpersonal skills, with the ability to interact professionally with students, staff, and parents while maintaining confidentiality.
- Ability to work collaboratively in a team environment and independently with minimal supervision.
- Flexibility and adaptability to changing priorities and demands in a fast-paced school environment.
- Eligible to reside and work in Australia, possess (or be eligible to obtain) a current Working with Children Blue Card.