

POSITION DESCRIPTION

POSITION: Administration Employee – Secretarial

STATUS: Term time

REPORTS TO: The School Principal

DATE: November 2021

CLASSIFICATION: SO Level 2

SCHOOL: Emmanuel Mackay

EMPLOYEE NAME:

Purpose of Position:

Provide a variety of secretarial and administrative support which enables the maintenance of efficient front 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 & skills to a range of tasks & roles
Will involve limited discretion and judgement about possible actions
Choice of actions required is clear and within a defined range of contexts
There is limited complexity of choice
Work within well established routines, methods and procedures

Supervision: Work will be carried out under direct and/or regular supervision and will be intermittently checked
General guidance will be provided where working in teams is involved
May involve detailed instructions in some situations

Supervision of Others:

There are no supervisory responsibilities
An experienced employee may assist others by providing peer support in the completion of routine tasks

Qualifications: Junior Certificate is the minimum formal requirement

Typical Duties:

Under the direct supervision of a higher level officer or a member of the academic staff and within well established routines:

- Practice confidentiality in relation to all aspects of the role
- Receive and deal with enquiries within well established routines eg provide information and assistance to the public, parents and other employees over the telephone and at reception
- Perform a range of general clerical duties with limited complexity eg filing, handling mail and maintaining records
- Use keyboard skills to produce a document from written text using a standard format
- Operate within well established routines, office equipment such as computer, photocopier, binding machine, guillotine, laminator, calculators, telephone system, etc
- Under the direct supervision of the Principal or nominee, contact parents, students and/or others in relation to school attendance and related matters
- Under the direct supervision of the Principal or nominee assist with the arrangement of group meetings, morning teas, meetings of parents and external parties, parent/teacher nights etc
- Carry out minor cash transactions including receipting, balancing, banking as well as use of eftpos machine

- Monitor and maintain stock levels of stationery/materials for office/department within established parameters including reordering
- Within well established routines, sort, prepare and record documents (eg invoices, cheques, correspondence) on a daily basis; file such documents in the appropriate system
- Within well established routines, receive and distribute incoming mail collect outgoing mail, maintain mail registers and records and collate and dispatch documents for bulk handling
- Perform, within well established routines, tasks associated with the mass production of printed material including collating, stapling, binding, folding, cutting, etc

Specific Duties:

- Within established routines, coordinate and assist with arrangements for various school events, eg sports carnivals, excursions, open days, graduations
- Prepare and distribute internal and external newsletters, notices, report cards etc.
- Promote a friendly and welcoming reception
- Provide first aid and support to students who are ill, complete appropriate documentation and follow procedures in relation to sickness and medication
- Maintain and order as directed, sport, cleaning, grounds, office, first aid and classroom supplies
- Organise appointments, initiating and handling correspondence, monitoring telephone calls and establishing and/or maintaining working filing systems
- Organisation of enrolment interviews and enrolment of students in OnBase in liaison with the School Principal
- Maintain school website as directed
- Organisation of daily unplanned and annual mandatory maintenance for the school as directed
- Completion and documentation of WHS tasks as directed
- Daily management of Kiosk for roll marking purposes and absenteeism

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

Employee Name (Please Print)

Signature

Date