

POSITION DESCRIPTION

POSITION: Administration Employee – Secretarial

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 Principal or nominee, 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 ranges 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:

- Practice 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; 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

- Within a variety of routines, methods and procedures, provide significant assistance in the enrolment, family liaison and placement of overseas students

Specific Duties:

- Provide reception services for students.
- Enter absentee data into the computer, process late and early departure of students in computer and provide year co-ordinators and deputy principal with absentee details for the day.
- Provide students with information at student reception and refer for counsellor's appointments etc.
- Manage student data in SLIMS and the QCAA Student Management System by:
 - Establishing, managing and providing the confidential delivery of legislative requirements (eg LUI numbers, enrolments, academic results)
 - Entering individual and uploading cohort data (eg subject offerings, enrolments, QCE eligibility status)
 - Publication and direction to Heads of Faculty & subject teachers regarding reporting requirements in Year 10, 11 and 12 Senior Secondary subjects offerings.
 - Ensuring consistency between College reporting records and QCAA Student Management records.
 - Compiling and communicating S1 student exit data to other educational institutions
 - Collation, distribution and maintenance of senior student provisional statements
 - Troubleshooting Student Academic Set Plan data progression
- Providing support to Leadership, teachers and students during Year 10 Set Plan interviews, examination blocks, assessment collection, recording and distribution of submissions to staff, graduation events and Year 12 exit procedures.
- Providing administrative support to Leadership Team members, Heads of Year and Heads of Faculty.
- Provide office-based clerical assistance to other staff as required.
- Be responsible for general management of document retention (archiving)
- Enter data into computer and prepare student reports for review by the administration team.
- Monitor student records and report as required.
- Prepare and distribute internal and external correspondence, notices etc at an advanced level using programs from the Microsoft suite.
- As First Aid Officer, monitor and care for students in sick bay, complete Riskman documentation and follow procedure in relation to student sickness and dispensing of medication.
- Other administration duties as requested by Leadership or the Office Manager.
- As part of the WHS procedures at the College:
 - (a) Ensure student & staff accidents are recorded in Riskman.
 - (b) Be responsible for First Aid and emergency, including all audits in these areas:
 - First Aid Training and register
 - Student medications and health care plans
 - Emergency Evacuation and Lockdown procedures
 - Bomb Threat
 - Riskman Incident investigation
 - Relief and volunteer inductions
 - (c) Ensure all Staff annual training is completed online:
 - Fire Video
 - Anaphylaxis and Epipen (From 2020 Epipen training must be by First Aid Provider)
 - Asbestos
 - Powerpoint
 - WHS Handbook
 - (d) Working with Facilities Manager:
 - Organisation of annual training
 - Yearly check and update of WHS information and requirements for staff
 - Completion the annual Principal's checklist to be submitted to CEO
 - Communications to staff of updates and circulars

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

Employee Name (Please Print)

Signature

Date