

POSITION DESCRIPTION

POSITION: Administration Employee – Secretarial **STATUS:** TERM TIME

REPORTS TO: Office Manager **DATE:**

CLASSIFICATION: SO Level 3 **SCHOOL/COLLEGE:** EMMAUS COLLEGE

EMPLOYEE NAME:

Purpose of Position:

Under limited supervision of the Principal or nominee provide administrative support with a depth of knowledge and broad range of skills which facilitate the 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
Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints
There is a range of roles and tasks in a variety of contexts
There is some complexity in the extent and choice of actions required
Work within routines, methods and procedures

Supervision: Work will be carried out under limited supervision and may be checked in relation to overall progress
Broad guidance will be provided
May involve a level of autonomy when working in teams

Supervision of Others:

Peer assistance may be provided to others
An employee may have limited responsibility for the guidance of the work of others
Team coordination 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
- Carry out a wide range of secretarial and clerical duties at an advanced level, including shorthand, typing, word processing and maintaining manual and computerized records
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures
- Prepare and process payroll transactions within routines, methods and procedures
- Within routines, methods and procedures: provide administrative support to senior management; arrange appointments and diaries; and prepare correspondence
- Assist in the preparation of internal and external publications

- Assist in the enrolment function including handling initial enquiries and arranging interviews
- Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets
- Under direction and within routines, methods and procedures: draft agenda for meetings; assemble supporting documents for informal meetings; take and produce minutes
- Draft and type routine correspondence from brief oral or written instructions. Respond to requests for information including drafting routine correspondence in reply
- Maintain established central filing/records systems in accordance with routines, methods and procedures. This would include: creating and indexing new files, retrieving records; distributing files within the school as requested, monitoring file locations and identifying and processing inactive and closed files
- Maintain a store through such duties as participation in ordering and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers and responsibility for keys
- Make and record appointments on behalf of another and, where necessary, resolve involved appointment scheduling problems
- Make travel and accommodation bookings in line with a given itinerary
- Within routines, methods and procedures carry out liaison between the School, the student and the student's family where some discretion and judgement are involved

Specific Duties:

- Provide office-based clerical assistance to classroom teachers and year level co-ordinators
- Assist with counter and telephone enquiries
- Provide reception services for students, parents & general public.
- Enter absentee data into 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.
- Empty assignment lodgement box and stamp sort and distribute assignments to relevant teachers.
- Intercom calls to staff and students 3 times daily
- Distribute intercampus mail
- Assist with various aspects of the coordination and preparation of school events eg sports carnivals, excursions, arts council, open days, graduations
- File student and general correspondence
- Monitor and care for students in sick bay, complete appropriate documentation and follow procedure in relation to student sickness and dispensing of medication
- Monitor student records and report as required
- Maintain supplies of classroom proformas: subject change, computer update etc.
- Use TASS to locate student, class and family details
- Prepare and distribute internal and external correspondence, notices etc at an advanced level using programs from the Microsoft suite.
- Liaise with year coordinators
- Ensure student & staff accidents are recorded on official forms.
- Organise photocopying/collating/binding for all staff
- Perform other clerical duties as requested by the Office Manager

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

Employee Name (Please Print)

Signature

Date