



ST MARGARET'S ANGLICAN GIRLS SCHOOL

Position Description:

Administration Assistant – Primary

Reports to:

Head of Primary School

Key Liaisons:

Assistant Head of Primary - Curriculum,
Assistant Head of Primary – Wellbeing and
Operations, Administration Assistant / PA to
the Head of Primary, Coordinator – Primary
Activities, Admissions and Community
Relations Primary, Primary Teaching staff

Hours:

This is a part-time, term time role. The role is
3 days per week.

School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education. Staff demonstrate the School Ethos by:

- Reflecting and nurturing the mission and vision of the School
- Demonstrating commitment to Christian leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintaining confidentiality and overt support for the School and its strategic direction
- Consistently demonstrating professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrating commitment to the School's core values of spirit, inclusivity, integrity, courage, respect and passion, and the St Margaret's Way

Position Purpose

The purpose of the role of the Administration Assistant - Primary Office is to act as a key point of contact for parents, students and staff in the Primary School and provide administrative assistance to the Primary Leadership Team (PLT) as required.

Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

KEY RESPONSIBILITIES

Provide reception and administrative support for the Primary Office to ensure efficient and effective outcomes for all staff, teachers, parents and students.

- Building good working relationships between the Primary office and staff, parents, students and others in the St Margaret's Community
- Manage the Primary phone lines and respond effectively to all calls. Attend to enquiries and provide general information to parents, teachers and students via the phone and face to face.
- Act as the first point of contact for parents, students and staff.
- Act as an interface between PLT and Primary School teaching staff in negotiating meetings, correspondence and other relevant matters.
- Schedule student and parent appointments as necessary.
- Liaise with school community stakeholders as required and directed by the PLT.
- Record and distribute messages to students and staff as required.
- Collate and maintain written and electronic absentee information for student movements and contact parents in the case of unexplained absences
- Use database systems for correspondence, communication, roll creation etc.
- Production of certificates, invitations and raffle tickets
- Format documentation such as invitations, flyers and special events programs
- Assist with the organization, communication and documentation of co-curricular activities such as excursions, camps and trips
- Assist in organization of School events and activities, e.g. Open Day, Mother's Day Breakfast, Parent Welcome Night
- Collect and collate forms and monies for Primary School functions and events.
- Provide general assistance in the organisation of agreed events.
- Ensure an effective filing system is maintained and current for recording all matters within the Primary Office.
- Draft, edit and format Records of Communication and parent communication as requested by the Primary PLT
- Regularly update student files.
- Manage stationery and resource ordering processes and invoices
- Prepare and distribute current form class rolls.

Provide secretarial support for the Head of Primary School and the Assistant Head of Primary School and Head of Planning and Organisation (Primary), as required.

- Check, monitor and action the "in" and "out" trays for Head of Primary School.

- Assist the Head of Primary School with in managing her diary, ensuring appointments are always scheduled with prior consultation or direction where appropriate.
- Schedule student and parent appointments for the Head of Primary School as required.
- Escalating calls, concerns, enquiries or similar to the Head of Primary School or other PLT members without delay as required.
- Assisting other members of the PLT as requested
- Provide a high level of customer service to all stakeholders for Primary Office.
- Provide basic First Aid as required.

Working as a team with the part-time Administration Assistant – Primary and with the broader support staff within the school.

Ensuring the School's ethos and values are reflected in the employee's manner

- Consistently role model behaviour and values that demonstrate support for and commitment to Christian and the School values and ethos. This includes demonstrating respect for every member of the school community
- Reporting matters relating to student protection directly and immediately to the Principal
- Attending events to support the School as appropriate
- Ensuring communication records are maintained and provided to other staff as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School
- Playing an active role in supporting the cleanliness and safety of the School site
- Following safe working procedures developed for the School
- Obtaining and keeping current a Working with Children – Blue Card, issued by Blue Card Services (Queensland Government) (as varied or replaced from time to time).

Act professionally and lawfully by complying with all guidelines, policies and procedures as set out in legislation, the current Anglican Schools Enterprise Agreement and other School policies

Student Protection

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. Staff must:

- Be informed of their responsibilities in relation to student protection, including but not limited to, attending all Student Protection training and being familiar with relevant school policies
- Follow all legislative requirements and school policies relating to student protection.
- Wear your name badge at all times.
- Immediately report any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or outsiders relevant to the School and its duty of care to protect students and staff from harm (self or other)

Workplace Health and Safety

To comply with WHS 2011 legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and fellow staff members. They must:

- Report any hazards or potential hazards immediately;
- Report any accidents involving students;
- Co-operate in any emergency drills and safety audits;
- Undertake WHS training as required;
- Follow all safety procedures and instructions;
- Lodge risk assessments for all external and internal risk activities and
- Not introduce any equipment, materials, appliances or chemicals to the school that do not meet the required safety standards

SELECTION CRITERIA

- Intermediate to advanced level of skill and experience in Microsoft applications such as Word and Excel. This includes the ability to prepare documents using advanced Word and Excel.
- Demonstrated ability to perform administrative tasks with confidentiality and discretion.
- An understanding of TASS and/or other database operations or a willingness and ability to quickly acquire those skills
- Recent experience in a busy administration role
- Exceptional customer service skills
- Typing speed of at least 50 WPM
- Ability to prioritise work and new situations as they occur
- Ability to work well under pressure, juggling many tasks at one time.
- Easily take direction and act accordingly
- Strong attention to detail
- Strong interpersonal skills, including the demonstrable ability to deal with confidential information discreetly
- Ability to work as part of a team and to coordinate with people in different departments
- Well organised with a flexible approach and can do attitude
- Willingness to support the School's core values and Anglican ethos.
- Excellent oral and written communication

St Margaret's supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students and expect all staff and volunteers to share this commitment. All candidates are required to undergo a screening process prior to appointment and successful candidate must comply with School policies and relevant legislation relating to Student protection.

IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT PRIOR TO COMMENCEMENT