



MARIST COLLEGE ASHGROVE

POSITION DESCRIPTION: Student Admin Assistant

REPORTS TO: The role holder will report to the College Business Manager but works under the direct or routine supervision of the Head of Students.

CLASSIFICATION: School Officer Level 4

HOURS: 5 days, term time (38 hr/wk)

QUALIFICATIONS: Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position are required. Alternatively, such knowledge, qualifications and experience that are deemed by the employer to be equivalent may be acceptable.

KEY CHARACTERISTICS: The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a wide variety of and roles in a variety of contexts, where there is some complexity in the ranges and choice of actions required. Competencies are normally used within a variety of routines, methods and procedures. Discretion and judgement are required for self/others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is carried out under general supervision. Progress and outcomes sought are under general guidance.

An employee in this position may have responsibility for the work and organisation of others in limited areas. The work of others may be supervised. Training of subordinate staff may be required.

KEY RESULT AREAS: The position holder is responsible for general reception and clerical duties at Student Administration. This involves a range of duties in response to student and parent inquiries and College Leadership Team request.

SKILLS and ABILITIES: The position holder will demonstrate strong interpersonal skills and have the ability to follow direction. He/she should also demonstrate considerable empathy with students and parents and the capacity to prioritise, and respond to, high volumes of daily requests.

KNOWLEDGE: The following knowledge and experience are required:

- A knowledge of Microsoft Office is essential.
- The position holder will also need to have a detailed knowledge of the TASS database, or the capacity to develop such knowledge within a short period of time.
- Knowledge of College policies for staff and students is also required in addition to knowledge of the College's processes in relation to rooming, absent teacher replacement, parent-teacher interview booking.
- Knowledge of student attendance/truancy software would be an advantage.

TYPICAL DUTIES: Typical duties performed include, but are not limited to:

- Provide administrative support to senior management of a school where discretion and judgement are required, including; organizing 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 i.e. modify fields of information, develop new databases or spreadsheet models; or graph previously prepared spreadsheets.

SPECIFIC DUTIES: Specific duties performed include, but are not limited to:

- Reconcile daily student absences, alerting parents and staff to inconsistencies.
- Provide administrative support to Deputy Headmaster, Head of Students as required.
- Implement changes on TASS, as required.
- Assist students and parents with a range of enquiries.
- Assist in organisation of Senior Formal and Graduation.
- Take staff ID photos, distribute and update on TASS.
- Undertake clerical duties as directed.
- Liaising with photography company regarding ID photographs, ID cards, extra-curricular photographs.
- Assist in the activation and distribution of student ID cards.
- Manage ongoing student ID card issues; e.g. broken cards, activation issues, printing replacement ID cards.
- Supervising students in student admin who are sitting detentions (lunch time). At times supervising alone.
- Administer medication to certain student as arranged with health center, family and Head of Students.

- Assist diabetic students when they have low blood sugars. Provide glucose until their blood sugars are at regular level.
- All employees recognise and accept that multiskilling is an essential component of the College and may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.