



Position Description:

Administration Assistant – School Support

Reports to:

Administration Manager – School Support

Key Liaisons:

Teaching staff, students and their parents.

Status:

Part-time, term time, 4 days per week 8am – 3pm
The role will initially be offered on a 12 month contract.

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 faith, integrity, spirit, respect, courage and passion and the St Margaret's Way

Position Purpose

The purpose of the role of the Administration Assistant - School Support is to support the efficient operation of the School Support Centre by providing administrative support and customer service to staff, students and parents of the school.

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

Key responsibilities of the Administration Assistant – School Support include:

Supporting academic staff in the development and production of high-quality teaching resources within established procedures and practices, undertake a range of activities including

- Collating, copying and distributing material for staff
- Producing high quality teaching and learning resources and documents as directed
- Contributing to the student reporting processes across Pre-Prep to Year 12
- Taking and distributing messages to students and staff as required
- Facilitating daily internal and external mail processes

Providing day-to-day administrative support services to students, parents and staff within established procedures and practices, undertake a range of activities including

- Performing accurate data entry, collation, printing, copying, binding and filing functions
- Assisting in maintaining student files and archiving
- Assisting in the organisation of parent teacher interviews
- Assisting Heads of Year with organising pastoral and co-curricular activities such as camps, formal dinners/dances, valedictory functions, etc
- Assisting in organisation of special events and activities such as the annual Speech Night and the School musical, MAYO (biannually)
- Assisting in the collation of lists and ensuring accuracy of data
- Formatting documents such as invitations, flyers and special events programs
- Assisting with the coordination of the absentee process including recording and communicating absentees
- Ensuring adequate stationery supplies are available in the School Support Centre
- Updating Extra-curricular data to TASS
- Updating medical and parent information

General administration support including:

- Working as part of the broader administration team within the school. This includes working in other departments as required such as covering reception.
- Providing high level customer service to students and parents
- Providing high quality printing to all areas of the school as required
- Supporting the Office Manager with any ad hoc duties requested

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

1. Demonstrated ability to perform administrative tasks with confidentiality and discretion.
2. Experience in a similar administration role with a demonstrated ability to quickly grasp new administration procedures.
3. High level computer skills including the Microsoft applications and the demonstrated ability to learn a range of internal systems quickly. This includes advanced Word and Publisher skills and intermediate skills in Excel.
4. The demonstrated ability to draft, format and edit correspondence, with a high level of attention to detail and excellent grammar and spelling.
5. Ability to adopt a flexible approach to work tasks and preparedness to implement changes as the need and opportunity arise.
6. Neat, tidy and professional presentation.
7. Excellent organisational and time management skills with a demonstrated ability to coordinate many different administration tasks at once.
8. Well-developed interpersonal skills, with the ability to interact with students, parents, teachers and other members of the School and wider community.
9. Willingness to support the School's core values and Anglican ethos.

IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS OR BE ELIGIBLE FOR A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT

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.