

Position description

ADMINISTRATION ASSISTANT – BUSINESS OFFICE



- REPORTING TO:** Business Manager
- APPOINTMENT:** Permanent, part-time
- CLASSIFICATION:** PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 840 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role.
- A clear sense of calling and desire to work with and teach students within a Christian school.
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties.
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College.
- A commitment to ongoing development and maintenance of a Child Safe culture within the College.

THE ROLE

The Administration Assistant role is to assist the Business Office with various administration tasks, to be the first point of contact for telephone enquiries and to be part of the team welcoming visitors within the Business Office. The position further entails First Aid responsibilities. The Administration Assistant should have the capacity to manage high volume demand with a professional manner and the ability to provide basic information to a culturally diverse public.

POSITION OBJECTIVES

To provide a high standard of service at PVCC in accordance with College policies and procedures. As part of the Business Office team, and members of a Christian learning community, the Administration Assistant plays a pivotal role in providing support, First Aid assistance and directing telephone communications amongst the wider College community.

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RESPONSIBILITIES:

Administration staff work in partnership with the Reception staff and staff within the Business Team, including the Administration team, HR, Communications and Executive Assistants. Under general direction and instructions, they are expected to perform responsible tasks associated with the efficient operation of the Business Office. They perform duties to assist staff, students, parents, visitors and contractors. This will include:

- Modelling Christian leadership and promoting the College and Christian education.
- Provide a child safe environment in accordance with the child safe standards and obligations
- Maintain high standards of professional communication with all stakeholders
- Maintain a physical presence in the Business Office, especially during peak periods
- Carry out activities allocated by the HR Manager, Office Manager or Communications Officer
- Work within a team to deliver the Business Office objectives of the school

SPECIFIC DUTIES:

Typical duties of Plenty Valley Christian College Administration Assistant:

GENERAL RECEPTION DUTIES

- Modelling Christian leadership and promoting the College and Christian education
- Ensuring Reception is covered with a physical presence during published “open” hours
- Handle incoming calls
- Handle enquiries from staff, students and parents
- Processing inward and outward deliveries and arranging distribution
- Completing administration tasks related to reception, such as: filing, distribution of notices and archiving
- Ordering stationary and other office resources
- Ensuring appropriate and efficient use of software, including the Microsoft Office suite and student management systems
- Maintaining written procedures for this role and lodging a copy with Safety Admin
- Adding notices into SEQTA.
- Facilitating the sign in and sign out of all visitors, students, CRTs and contractors to the College
- Sorting and distributing lost property
- Maintaining a safe and clean work environment
- Backup when required for EdSmart (digital communication system) for incursions and excursions, following up non-responses, preparation of spreadsheet, printing and providing medical forms to College nurse and relevant staff

SEQTA / STUDENT DATABASE MANAGEMENT

Reception staff monitor student absences and maintain a record for the purposes of accurate records and safety.

- Updating the student database with student absences as:
- Notified by parents and staff
- Students arrive late and leave early

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FIRST AID

- Responsible for administering First Aid in the absence of the College nurse
- Administration of medications as prescribed and directed by parent / guardian
- Preparation of excursion bags as required
- Responsible for assisting the College nurse with administration tasks relevant to First Aid
- Communicating and liaising with the nurse regarding anything related to student / staff health or first aid
- Advising the College nurse of supplies of First Aid equipment
- Advising parents when a student needs to be collected on medical grounds
- Reception staff are required to be trained in any aspect of first aid as deemed necessary by PVCC (including, but not limited to, anaphylaxis management, asthma management, epilepsy management and diabetes management)

HUMAN RESOURCES DUTIES

- Assist with the maintenance of staff records
- Filing as required
- Input of accurate data into staff profiles
- Responding to job enquiries and organising interviews
- Preparation of notes and records for staff profiles
- Daily Organiser assistance and duties as required

Any other duties as required from time to time.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The Administration Assistant reports to the Business Manager.

ESSENTIAL SKILLS AND COMPETENCIES

Essential Requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Demonstrated knowledge of computer skills, including intermediate Windows, Microsoft Office, internet and email
- Ability to work independently and as part of a close-knit team
- A high standard of personal presentation and integrity
- Display initiative, common sense and the ability to problem solve / have a solution focused mindset
- Current Working With Children check (mandatory)
- Hold and maintain an approved:
 - Emergency asthma management qualification

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- Management of anaphylaxis qualification

Interpersonal skills

- Outstanding interpersonal and communication skills, with demonstrated ability to build relationships and rapport and interact effectively at all levels of the College, including students, staff and the wider community
- Punctuality
- Flexibility and commitment to teamwork and collaboration
- Ability to provide information to a culturally diverse public
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs

Specialist skills

- Previous experience at a similar organisation highly desirable, but not essential
- High level of attention to detail
- Ability to manage time and prioritise tasks to achieve set outcomes
- Current Level II First Aid Certificate essential, training can be provided to the right candidate

COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

Code of conduct and dress code – comply with all standards.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

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POSITION ACCEPTANCE

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name _____

Signature _____ **Date** __/__/____

Manager

Name _____

Signature _____ **Date** __/__/____