

Position Description

Position Title	Administrative Assistant – Upper Primary
Department	Primary Years
Reports To	Head of Primary Years
Key Reports	Deputy Head – Upper Primary
Overview	<p>The position of Administrative Assistant – Upper Primary</p> <p>Reporting to the Head of Primary Years the Administrative Assistant – Upper Primary is responsible for providing administrative support aligned to the College’s Strategic Intent.</p> <p>This position will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p>
Key Accountabilities	<ul style="list-style-type: none"> • To provide daily administrative services particularly in relation to Upper Primary. • To assist in providing the College Community with efficient and effective services in the Upper Primary Years through the development and maintenance of high-performance work practices and adherence to the mission and ethos of the College. • To provide and maintain basic first aid for the students from Years 5 and 6. • Other responsibilities.
Committee Membership	NA
Selection Criteria	<p>SC1 - Demonstrated ability to initiate, organise and prioritise administration tasks.</p> <ul style="list-style-type: none"> ▪ The Administrative Assistant – Upper Primary Years will be required to follow direction, work collaboratively, meet deadlines and prioritise appropriately ▪ The Administrative Assistant – Upper Primary Years will be required to remain calm and focused under times of challenge and competing priorities <p>SC2 – Demonstrated ability to be co-operative in a work environment and manage a variety of relationships</p> <ul style="list-style-type: none"> ▪ The Administrative Assistant – Upper Primary Years will need to demonstrate skill in working collaboratively with other staff members, parents and students. ▪ The Administrative Assistant – Upper Primary Years will need to demonstrate the ability to manage human relationships within the Upper Primary community and beyond. <p>SC3 – Demonstrated ability to communicate.</p> <ul style="list-style-type: none"> ▪ The Administrative Assistant ▪ – Upper Primary Years will need to demonstrate effective written and verbal communication skills. <p>SC5 – Demonstrates personal integrity</p> <ul style="list-style-type: none"> ▪ The Administrative Assistant – Upper Primary Years is required to model a high standard of personal integrity.

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Terms and Conditions	<p>Classification – School Officer Award – Level 4</p> <p>Tenure – Permanent, full-time term-time plus 3 Teachers Weeks (40 weeks of the year)</p> <p>Terms and Conditions – Please refer to the <i>Queensland Lutheran Schools Single Enterprise Agreement 2024</i>.</p>
Location	<p>St Peters Lutheran College – Indooroopilly</p> <p>66 Harts Road</p> <p>INDOOROOPIILY QLD 4068</p>

Professional Behaviours	<p>Applicants are expected to respect and uphold the College’s Mission of “Excellence in Christian Co-Education”, support the Christian ethos of St Peters Lutheran College and demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p> <p>Uphold Code of Conduct and Valuing Safe Communities standards.</p> <p>Actively and effectively participate in reasonable directions provided.</p>
Child Protection	<p>All employees of St Peters are required to familiarise themselves with and adhere to the College’s Child Protection Policy and Procedures, and complete annual Child Safety Training.</p>
Health & Safety	<p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p>
Policies & Procedures	<p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College’s intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.</p>
Compliance Requirements	<ul style="list-style-type: none"> ▪ Current Blue Card ▪ Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. ▪ Appropriate qualifications in First Aid. ▪ Timely completion of mandatory training requirements and training relevant to their role.
Other relevant information	<p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p>

Further information about St Peters can be found at www.stpeters.qld.edu.au

Dated July 2025