

Position Description

Administration Assistant - Early Education Centre

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' and Junior Grammar School's vision is to be the destination school where globally conscious students lead with grit and grace.

Our Purpose

Opening doors for a brilliant future.

Our Goals

World Ready: We co-create global learning adventures with our students so that they love to learn for life, and lead with grit and grace.

Future Focused: We nurture an adaptive, collaborative workforce that advances the staff community and the educational experience they deliver.

True Belonging: We share and celebrate our heritage, diversity, and inclusivity to strengthen our connections and community.

Destination School: We leverage our unique place and space as a premier destination for learning and work.

New Momentum: We continue our legacy by making smart, resilient investments in our future.

Our Values

- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion, and sensitivity to the needs of others.

Location

Address: 82 Chermside Road
EAST IPSWICH QLD 4305
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Facsimile: +61 7 3454 4480
Email: principal@iggs.qld.edu.au
Website: <http://www.iggs.qld.edu.au>

THE ROLE	
Position Title:	Administration Assistant - Early Education Centre
Department:	Junior School
Reports to:	EEC Director
Classification:	Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement School Officer Level 3
Hours:	Permanent Part time - 30 hours week

Your Opportunity

The Administration Assistant role exists to provide high-quality administrative support to ensure the smooth operation of the Early Education Centre. This position is responsible for managing front desk activities, assisting families and staff, and maintaining accurate records in a professional and welcoming manner.

As an Administration Assistant you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system

Under the direction and supervision of the Director or delegate, the Administration Assistant will assist with:

- Developing and improving all aspects of the Early Education Centre
- Implementing and promoting Ipswich Junior Grammar School aims within the Early Years
- Managing the daily operation of the EEC
- Maintaining a positive Junior School campus climate
- Ensuring that the students of the Junior School understand and follow the established behavioural guidelines

Typical Duties/Skills

- Duties including greeting families and visitors, managing telephone calls, and responding to inquiries in a courteous and professional manner.
- Handle correspondence, including confidential information, with discretion.
- Act as a liaison between families and the Centre, exercising judgment and sensitivity when required.

Your Role

- Answer incoming calls, welcoming families and visitors, and responding to inquiries from parents, staff and the public.
- Perform general office tasks including photocopying, filing, emailing, and record keeping.
- Assist with enrolment and interview processes, including maintaining accurate student records and compliance documentation.
- Support the coordination of the EEC calendar for staff and community events, meetings, and functions (e.g., invitations, RSVPs, catering).
- Manage attendance records, including monitoring absences and contacting families as required.
- Process incoming and outgoing mail and deliveries.
- Provide additional support to the EEC Director and leadership team as required.
- Undertake any other duties as reasonably required.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker and students
- Ensure at all times that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner.
- When required or directed by the School, participate in any health and safety training.

Competency Required

- Demonstrated previous experience (ideally 2+ years) in a similar role ideally within an education environment.
- Good time management skills and the ability to manage competing priorities in a dynamic environment.
- Problem solving skills and the ability to manage and find solutions for unexpected situations, as well as anticipate problems that may arise in future.
- Sound level of computer skills, including the ability to operate spreadsheets and word processing programs (Microsoft Office Suite, TEAMS) at a highly proficient level.
- Effective written and oral communication skills including the proper use of English punctuation, grammar, and corporate styling.
- Strong interpersonal communication and team participation skills
- Demonstrated ability to stay on task with high levels of attention to detail.

Formal Qualifications

Tertiary qualifications at a certificate level or equivalent qualifications relevant to the position or knowledge and experience as are deemed by the School as necessary to successfully carry out the duties of the position.

Selection Criteria

Within the context of the duties described above, the ideal applicant will be someone who has:

1. Experience supporting a service function such as Reception, Finance, Administration, etc.
2. Solid level of oral and written communication skills including the ability to communicate at all levels, both internally and externally.
3. Demonstrated ability to work under minimal supervision, prioritise tasks and work under pressure.
4. Ability to balance conflicting priorities and to work to deadlines.
5. Demonstrated knowledge and experience using MS Office, Outlook, Teams, and office-based software.

Blue Card

Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website www.qld.gov.au/bluecard.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name

Signature

Date

Director of People
& Culture

Name

Signature

Date