

WAVERLEY CHRISTIAN COLLEGE

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ABN: 48 847 193 961 Reg No: A0016722X



Position Description

Position:	Personal Assistant to Head of Secondary
Campus:	Narre Warren South
Employment Status:	FTE 1.0 (Fixed Term)
Reports Directly To:	Head of Secondary

Role

This role exists to strengthen the operations of the College and to provide support to the Head of Secondary at the Narre Warren South Campus. The PA will support the Head of Secondary in all aspects of school life.

Ministry Specifications

Administrative Tasks

- Provide executive and administrative support to the Head of Secondary.
- Maintain the Head of Secondary's diary, arrange interviews and appointments, greet visitors, organise travel arrangements etc.
- Screen telephone calls, follow visitor protocol procedures and establish telephone contact on behalf of the Head of Secondary
- Acquire and apply a working knowledge of the College's structure and personnel in order to liaise between the Head of Secondary, staff, parents and students
- Assist the Head of Secondary in forwarding messages and documents to appropriate persons, prepare and collate documents, manage the Head of Secondary's filing system
- To operate office systems and technology
- Distribution and management of student locks and lockers
- Gain a working knowledge of the SEQTA attendance program and assisting teachers where necessary

Documentation

- Produce documents and correspondence using Microsoft Office
- Become familiar with the College database (Synergetic) and retrieve, format and present information in Microsoft Office documents when required
- Prepare and distribute agendas and associated paperwork
- Minutes of fortnightly Secondary staff meetings, and other meetings as required
- Prepare and develop presentations, speeches and other printed material as required
- To manage and maintain Secondary forms and templates
- To provide up-to-date staff lists, lists of Year Level/Home Group teachers
- To monitor and update Secondary events into the College Outlook Calendar

Event Management

- In conjunction with the Head of Secondary, arrange programs, events, meeting or conferences by booking facilities, catering, issuing information or invitations, coordinating speakers, formulating guest lists and other tasks as required.
- Coordinate the organisation and planning for Secondary School Events such as:
 - Beginning of Year Dinners
 - Year 12 Valedictory Dinner
 - Assemblies
 - Presentation Evenings
 - Parent Teacher Interviews
 - Open Mornings
 - Parent Information Nights
- To attend and assist for Secondary Presentation Nights
- Other support functions for the Head of Secondary as required

Staffing

- Attend administration meetings
- Building team cohesiveness and morale

Inherent Requirements of the Position

Administration / IT Staff

- Contribute proactively to a culture of child safety
- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and license to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning
- Proficient understanding of a range of software suites to enhance the monitoring, reporting and delivery of curriculum in the classroom.

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Exercising pastoral care support for students as appropriate to the role
- Provide an example, guidance and encouragement in the development of students'

Christian character, social and emotional wellbeing as appropriate to the role

- Attend, support and be comfortable in leading (in rotation with other staff) times of corporate staff and small group Christian devotions, worship, Staff Retreat, Chapel, prayer and reflection.
- Upholding the College staff dress code

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in 'in house' professional development activities
- Participation in relevant meetings
- Attendance at the first day for all staff, Staff Retreat and end of year function

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.

Other Key Relationships

- Head of Campus
- PA to the Head of Campus
- Head of Teaching and Learning
- Deputy Head of Secondary