



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Administration Assistant – Photocopying/Courier
REPORTS TO: Director of Business and Finance
LOCATION: Keilor East Campus

PURPOSE

The Administration Assistant supports the effective delivery of photocopying, courier, and provides reception relief and administrative support within the Administration section of the school.

SCHOOL OVERVIEW

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of nearly 3,000. The Kindergartens and Junior School (Boys) are located in Essendon, the Junior School (Girls) in Moonee Ponds and Gottlieb House (Middle School Boys), McNab House (Middle School girls) and the co-educational VCE section of the school, the Larkin Centre, are located in Keilor East. The school also has sportsground facilities at Keilor Park and a school camp at Eildon.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic program is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

SCHOOL VALUES

RESPECT: We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

EXCELLENCE: In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

ACCOUNTABILITY: We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

CURIOSITY: We learn and grow through questioning, exploring, and deepening understanding, simulating wonder and innovation. We value intellectual engagement and lifeline learning.

HEART: We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

POSITION CONTEXT

The Administration Assistant–Photocopying/Courier works within the Administration team and is based at the Keilor East Photocopying Room. The Administration Assistant–Photocopying/Courier reports directly to the Director of Finance for the effective performance of overall duties within the Administration section of the school. The incumbent is expected to support the philosophy of a school associated with the Uniting Church, and to support the school's aims, policies and procedures.

POSITION GUIDELINES

The following list is not exhaustive, and duties may include:

Photocopying

- Operate photocopying machines and ensure all requests are met in a timely manner.
- Maintain photocopying and ancillary equipment in good working order, re-stocking paper and staples, cleaning machines and carrying out minor repairs as required.
- Operate equipment such as booking binding, folding machines and guillotine.
- Assist in the provision of reports on photocopying use as required.
- Comply with copyright legislation and advise staff members of these requirements.
- Maintain a clean, tidy and safe photocopying environment.
- Report breakdowns and assist with troubleshooting of photocopying problems as required.

Courier

- Transport mail across all campuses on a daily basis and run deliveries/errands off-site as required, including banking.
- Provide library courier support, as directed by the Director of Library Services.
- Collect mail from the Post Office and pay invoices, as required.
- Other deliveries, as required.

Administration

- General administration duties as required, including but not limited to filing, collating, mailouts, typing, data entry and general assistance, as requested.

Reception relief

- Provide friendly, professional reception relief support, as required and directed by the Main Receptionist. This includes, but is not limited to operating the switchboard, transferring calls, and emailing or taking messages; attending to enquiries from parents, students and staff; and counter sales and processing payments.

Other

- Continually review current practices and recommend improvements.
- Work safely, reporting all hazards and following all school procedures.
- Ensure adherence to and demonstrate behaviours in accordance with the School's Child Safety Code of Conduct, including the Child Safe Standards and ensure any child safety concerns are reported immediately.
- Support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

SELECTION CRITERIA

You will be able to demonstrate the following attributes:

- Excellent customer service and communication skills
- A high attention to detail
- Proficient in operating photocopying equipment and other ancillary equipment
- Reception experience would be of benefit
- Basic computer skills (e.g., Word Processing, MS Outlook, Excel)
- Be organised and have good time management skills
- Be able to work effectively in a team
- Ability to drive in a safe and confident manner
- A Working With Children Check and a valid driver's licence are required
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds

CONDITIONS

As per the Educational Services (Schools) General Staff Award 2020

CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party.