

WAVERLEY CHRISTIAN COLLEGE

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ABN: 48 847 193 961 Reg No: A0018722X



Position Description

Position:	Primary Administration Assistant
Campus:	Narre Warren South
Employment Status:	FTE 0.8, Fixed term
Reports Directly To:	Head of Primary

Role

The Primary Administration Assistant is responsible for performing a variety of administrative duties, primarily supporting the Primary Leadership Team, staff and students.

Ministry Specifications

Responsibilities

General Administration

- Provide administration support to the Deputy Head of Primary, Primary Team Leaders and PA to Head of Primary
- Administration of Primary Principal Awards, Primary Awards, Trophies, Medallions and Badges
- Administration of PTO and PTSIs along with sub-school PAs and other awards
- Provide administrative support for Primary Teachers as directed by Head of Primary
- Provide administrative support for Student Leaders activities and events
- Provide support to Primary events such as but not limited to Primary Presentation Evening, Parent Teacher Student Interviews, Open Mornings, Parent Information Nights, Year 6 End of Year events, Graduation Ceremonies, etc.
- Assist with award and trophy presentation for Primary Presentation Evening
- Coordinate with Year 6 Team for the administration of Year 6 Graduation Ceremony
- Provide catering support for Primary events including staff farewells, baby showers, term birthdays etc.
- Provide support to the General Office, Heads of School and Head of Campus as required
- Deal with student, staff and parent enquiries to the school office
- Filing, mailing, and photocopying

Primary Excursions, Incursions and Camps Administration

- Monitor and maintain records for camps, tours, excursions, incursions and special events
- Administration of Consent2Go for relevant excursions, incursions and camps
- Organize transportation for excursions including, but not limited to booking buses
- Maintain and update the relevant NWS Calendars with camps, tours, excursion, incursion and special events
- Email all Primary staff with excursion information stating which students will be absent from school on that day

- Liaise with excursion venues and collect a copy of their Public Liability insurances and Risk Management document
- Administration of parent volunteers' requirements for incursions, excursions, camps and classroom activities

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

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
- 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.