

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

<b>Position:</b>	PA to the Head of Primary
<b>Campus:</b>	Narre Warren South
<b>Employment Status:</b>	FTE 1.0
<b>Reports Directly To:</b>	Head of Primary

## Role

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

The PA will be committed to the College's ethos and values, and will possess excellent administration skills, including outstanding verbal and written communication skills, and conflict resolution skills.

This role includes Primary Administration Support (FTE 0.14) and Primary Excursions (FTE 0.18) roles to make up a total FTE 1.0.

## Ministry Specifications:

### Duties

- To maintain the Head of Primary's schedule, arrange interviews and appointments, greet visitors, organise travel arrangements etc.
- Screen telephone calls, and establish telephone contact on behalf of the Head of Primary
- To handle the Head of Primary's outgoing and incoming mail, forward messages and documents to appropriate persons, prepare and collate documents, manage the Head of Primary's filing system
- To operate telephone/intercom systems, facsimile machines, photocopiers, computers, binding machine and laminating machine
- To acquire and apply a working knowledge of the College's structure and personnel in order to liaise between the Head of Primary and staff, parents and students
- To produce documents and correspondence
- To become familiar with the College database and retrieve, format and present information when required by the Head of Primary
- To order catering supplies and organise catering for Primary events
- Other support functions for the Head of Primary as required
- To assist with Primary events such as Orientation Days, Presentation Nights, etc.
- Provide support to the General Office and other Administrative staff members/areas as required
- Flexibility in taking on varied tasks as required
- To actively pursue best practice in the areas of responsibilities

**Administrative Tasks**

- Provide executive and administrative support and assistance to the Head of Primary
- Prepare Weekly Sheets and Daily News Sheets for Primary staff, as required
- Prepare and distribute agendas and associated paperwork
- Transcribe any Head of Primary recorded dictation and take minutes of fortnightly staff meetings, as required
- Prepare and develop presentations, speeches and other printed material as required
- Tracking and monitoring the reports and proofreading process from initial submissions to final reports
- To manage and maintain all Primary templates
- To provide up-to-date staff lists, lists of Year Level teachers, detention, and yard duty rosters in consultation with individual staff and Head of Primary

**Event Management**

- Manage and maintain College sub-school cameras for excursions, incursions and assist teachers with digital photo uploading
- In conjunction with the Head of Primary, 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 College Events such as:
  - Assemblies
  - Presentation Evenings
  - Parent Teacher Interviews
  - Open Mornings and Campus Tours
  - Graduation Ceremonies
  - Parent Information/Orientation Nights
  - Staff Social Nights
- To organise refreshments for guests, meeting attendees, etc., as required
- Other support functions for the Head of Primary as required
- Provide catering for Primary Meetings
- Provide catering support for combined Primary/Secondary/Weekly meetings

**Primary Administration Support**

- Provide administration support for Primary teachers as directed by Head of Primary

### **Primary Excursions**

- To monitor and maintain records for camps, tours, excursions, incursions and special events and update into the College Outlook Calendar
- To liaise with excursions venues and collect a copy of their Public Liability insurances and Risk Management documents
- Complete all necessary paperwork required, and liaise with staff to complete their paperwork
- Submit all completed paperwork to Heads of School for approval
- Organise transport including buses
- Update NWS Outlook Calendar
- Email all staff with excursion information stating which students will be absent from school on that day
- To liaise with excursion venues and collect a copy of their Public Liability insurances and Risk Management document
- Manage and maintain cameras for excursions, incursions and assist teachers with digital photo uploading

### **Staffing**

- Attend the weekly administration meeting
- Providing support to the General Office and other administrative staff members/areas as required
- Assist with orientating new teaching staff
- Building team cohesiveness and morale

### **Other Duties**

- Flexibility in taking on varied tasks as required
- Ability to drive College vehicles to pick up required items for College needs (catering, trophies, etc.)
- Ensure all OHS guidelines are complied with
- Actively pursue best practice in the areas of responsibilities, through professional development
- Operate office equipment as necessary
- Any other duties as directed by the Head of Campus

### **Inherent Requirements of the Position**

#### **Administration / IT Staff**

- 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 licence 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 to the Bursar and Property Manager 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

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 relevant meetings
- Attendance at the first day for 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.