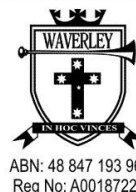


# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Position:** PA to the Bursar  
**Campus:** Wantirna South  
**Employment Status:** FTE 1.0  
**Reports Directly To:** Bursar

## Ministry Specifications:

### Responsibilities

- To undertake research and provide reports, as required
- To prepare OHS files, be an active member of the OHS team providing a high degree of administrative support which includes preparation and distribution regular OHS directives to College staff
- To maintain records and provide security keys to College staff and visitors
- To do artwork for various College Publications i.e. Student Diaries, Annual Magazine etc.
- Co-ordinate information, pictures and artwork for annual College Calendar
- Produce Staff Security ID badges annually
- To assist in preparations for functions i.e. CSA Conference, PD days

### Duties

- To maintain the Bursar's diary, arrange interviews and appointments, greet visitors, arrange refreshments
- To screen telephone calls and establish telephone contact on behalf of the Bursar
- To assist the Bursar with projects as required
- Manage outgoing and incoming mail, forward messages and documents to appropriate persons, prepare and collate documents,
- To apply a working knowledge of the College's structure and personnel in order to liaise between the Bursar and staff, parents and students
- To be familiar with the College database and retrieve, format and present information in documents when required
- Bookings: process bookings for CityLife Church facilities, and out of hours bookings for the Gymnasium, Sports Oval and Performing Arts Centre
- To assist with preparations for meetings
- To provide support to General Office or other Administrative areas as required
- Other support functions for the Bursar as required
- To transcribe notes, and produce documents and correspondence
- To actively pursue best practice in the areas of responsibilities

## **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
- Maintaining confidentiality

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 back 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.

## **Other Key Relationships**

- PA to Principal
- PA's to Heads of School