

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Name:**Position:**

PA to Head of Campus

Campus:

Narre Warren South

Employment Status:

FTE 1.0

Reports Directly To:

Head of Campus

Role:

This role exists to strengthen the operations of the College and to provide support to the Head of Campus. The PA to the Head of Campus will Support the Head of Campus in all aspects of College life, as well as lead the Administration Team.

The role requires a commitment to the College's ethos and values. Excellent administration skills, including outstanding verbal and written communication skills, and conflict resolution skills are necessary, as is exemplary Christian character.

Other requirements of the role include the ability to work in a fast-paced work environment, multitask, and also being willing to grow and adapt with the role and the College needs.

Ministry Specifications:

Administrative Tasks

- Provide executive and administrative support and assistance to the Head of Campus
- Maintain the Head of Campus' diary, arrange interviews and appointments, greet visitors, organise travel arrangements etc.
- Screen telephone calls, follow visitor protocol procedures and establish telephone and email contact on behalf of the Head of Campus
- Acquire and apply a working knowledge of the College's structure and personnel to liaise between the Head of Campus and staff, parents, and students
- Handle the Head of Campus' outgoing and incoming mail, forward messages, and documents to appropriate persons, prepare and collate documents, manage the Head of Campus' filing system
- Organise recurring meetings, including invitations, venue, liaison with other departments, catering (as required) and preparation and distribution of agendas and minutes
- Maintain offices (equipment and cleanliness) and office bookings for staff and meetings
- Liaise with a wide variety of external people and organisations
- Chapels – organize rosters and invite speakers

Documentation

- Produce documents, reports and correspondence using Microsoft Office
- Become familiar with the College databases and retrieve, format and present information in Microsoft Office documents when required by the Head of Campus

- Assist with the distribution of Weekly Staff and CRT Reports and additional pay requests
- Prepare and develop reports, presentations, speeches and other printed material as required by the Head of Campus
- Monitor and update Whole School events in the College Outlook Calendar
- Preparation of All Staff Meetings Forms and Notices
- Transcribe any Head of Campus' notes or recorded dictation and take minutes at staff, student and parent meetings as required

Event Management

- In conjunction with the Head of Campus, arrange programs, events, meetings, or conferences by booking facilities, catering, issuing information or invitations, coordinating speakers, formulating guest lists and other tasks as required
- Involvement in the organisation and planning for School Events such as:
 - Assemblies
 - Chapels
 - Presentation Evenings
 - Open Mornings and Campus Tours
 - Graduation Ceremonies
 - Parent Information/Orientation Nights
 - Staff meetings
 - Student meetings
 - Organise refreshments for guests, meeting attendees, etc. as required

Staffing

- Lead the Administration team, including:
 - Facilitating the termly administration meeting
 - Supervising and overseeing the needs of the Administration team
 - Orientating new staff
 - Building team cohesiveness and morale
- Communicate and liaise with staff across both campuses, developing good working relationships, and working together across events and agendas
- Arrange employment interviews
- Arrange staff birthday celebrations, farewells, flowers, "thank you's" and gifts

Other Duties

- Sourcing and purchasing items as required
- Manage NWS petty cash
- Flexibility in taking on varied tasks as required
- 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
- 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 to the Business Manager 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

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 Staff Retreat
- Attendance at the End of Year Lunch/Dinner

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.