

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Name:

Position: PA to the Head of Primary

Campus: Wantirna South

Employment Status: FTE 1.0

Reports Directly To: Head of Primary

Ministry Specifications:

Duties

Administration

- Organise and coordinate the Head of Primary's schedule, arranging interviews and appointments, greet visitors, etc.
- Screen telephone calls, and establish telephone contact on behalf of the Head of Primary
- Forward messages and documents to appropriate persons, prepare and collate documents, manage the Head of Primary's filing system
- Ordering stationery for Primary Staff

Timetable

- Gather information required from Head of Primary, Deputy Head of Primary and Head of Teaching and Learning on curriculum and staffing needs required in the timetable
- Assist in the construction of a timetable for the Primary School
- Allocate appropriate rooms to classes and review these allocations with teaching staff
- Assist in the construction of NAPLAN timetables as needed
- Act quickly to resolve emerging issues with the timetable throughout its operation

Events

- Coordinate events, including booking venues, arranging ticketing, catering, invitations, purchasing, running sheets, gifts
 - Prep Orientation
 - Year 6 Graduation
 - Presentation Night
 - Year 6 Celebration Service
 - Merits
 - Birthday celebrations for staff

Catering

- Organise catering for a variety of events, including:
 - Parent Teacher Interviews
 - Celebration morning teas
 - Farewell
- High level skills with MS Office
- Letter writing, editing and proofing documents in line with the College standards and style guides

- Other support functions for the Head of Primary
- Support to Primary teaching staff
- Provide support to the General Office and other Administrative staff members/areas when needed
- Be flexible in taking on varied tasks
- 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 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

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.