

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position:	Secondary Administration Assistant
Campus:	Narre Warren South
Employment Status:	FTE 0.5
Reports Directly to:	Head of Secondary

Ministry Specifications

Administrative Tasks

- Assist the Secondary Teaching staff with administrative duties as approved
- Assist the PA to the Head of Secondary, and Secondary Teachers in their clerical and administration tasks
- Assist the General Office as required, including liaising regarding paper restocking
- Distribute and manage student locks and lockers at beginning of year
- Assist with award and trophy preparation for Presentation Evening
- Oversee preparation of Home Group Folders
- Oversee examination preparation and administration
- Oversee the administration of Student Diaries
- Attend the termly support services meeting, as required
- Building team cohesiveness and morale
- Assist with Administration of VCAL, VETA, Careers
- Oversee the administration of Secondary Awards, Trophies, Medallions, Badges
- Oversee the administration of Secondary stationery
- Oversee the administration of Secondary Scriptures
- Oversee the administration of Secondary Christian Copyright Licensing International (CCLI)
- Provide support to the PA's with school events as requested
- Assist with Consent 2 Go for Christian Schools Events Network (CSEN)
- Administration of Secondary staffroom cleaning rosters

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 SCM 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
- Exercising pastoral care support for students as appropriate to the role
- Provide an example, guidance and encouragement in the development of students' Christian character, social and emotional wellbeing as appropriate to the role
- Attend, support and be comfortable in leading (in rotation with other staff) times of corporate staff and small group Christian devotions, worship, Staff Retreat, Chapel, prayer and reflection
- 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.