



# BLUE MOUNTAINS GRAMMAR SCHOOL

## Position Information Sheet

### School Assistant for the Digital Resource Hub

Blue Mountains Grammar is a co-educational Christian School in the Anglican tradition for Students from Pre-Kindergarten to Year 12. Established in 1918, the whole community; staff, parents and students; are committed to achieving the highest academic outcomes possible for each student, whilst maintaining an emphasis on values, faith, and hope. The School's Anglican heritage and ethos informs all that it does and we maintain a proud tradition of academic excellence founded on high-quality teaching, learning, and interpersonal relationships within an inclusive community in the heart of a beautiful World Heritage listed National Park. With highly professional and experienced staff, our rigorous approach to teaching and learning and our strong wellbeing and student leadership programs develop outstanding, well-rounded, and responsible citizens who are empowered by a unique inner strength and confidence, and equipped with the skills and knowledge needed to make a positive contribution to our world and excel at whatever they do.

### Employment Conditions

This role will be engaged on the following basis:

1. Permanent Part-Time (Term Time, 15 hours per week)
2. Commences March / April 2023
3. Days and hours worked are flexible and by agreement
4. 10-minute paid break
5. Based in Wentworth Falls
6. This position reports to the Business Manager with day-to-day direction and management provided Project and Administration Manager
7. Salary in accordance with the MEA.

### Position Overview

This role supports both the Principal and Business Manager in providing administrative support. The role is based primarily in Coorah Business Office. While this role will predominately provide support in the areas of human resources, policy, compliance and governance, there will be the need to provide additional support to the Principal and Business Manager when required. The incumbent of this role will work closely with the Executive Assistant to the Principal and the Project and Administration Manager to access, prioritise and complete tasks on-time and with quality.

### Position Responsibilities

This role will be responsible for ensuring assigned tasks are completed in accordance with school requirements and best practice including:

1. Preparation of documents and digital information including contracts, letters, official school documents and datasets
2. Processing of records in school electronic and paper-based systems
3. Liaising with various stakeholders including the executive, staff, parents and external contacts
4. Answering the telephone
5. Covering School Receptions
6. Performing administrative and support tasks as directed by the Principal and Business Manager or their delegates

### Qualities

The incumbent of this role will need to possess a number of attributes and qualities including:

1. Supporting the School's Christian ethos
2. Having a positive attitude, responding positively to feedback, coaching and supervision
3. Following policy, guidelines and instructions including established role guides and workflows
4. Treating others respectfully and courteously with a friendly and helpful demeanor
5. Committing to the team, whether your immediate team, the wider Admin Team and the whole School team
6. Welcoming collaboration, listening and sharing ideas and information
7. Holding oneself accountable, understanding how one's actions impact others and learning from mistakes
8. Being flexible, ready to undertake any tasks assigned



## Skills, Knowledge and Experience

It will be advantageous for the candidate to possess the following skills, knowledge and experience:

1. Experience in writing or preparing employment contracts and policy documents an advantage
2. Competency in Microsoft 365 native apps
3. Competency Microsoft SharePoint and Lists and Word mail merging an advantage

## Child Protection and First Aid

The successful candidate is required to produce their current Working with Children number and will be subject to employment screening with the Office of the Children's Guardian. The successful applicant will be expected to possess a current First Aid certificate or willing to obtain one.

## Privacy Guidelines – Employment Collection Notice

1. In applying for this position, the applicant will provide Blue Mountains Grammar School with personal information.
2. The School will collect the information in order to assess the application for employment and may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how the applicant may complain about a breach of the Australian Privacy Principles or how the applicant may seek access to personal information collected about them. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. The School will not disclose this information to a third party without your consent.
5. The School is required to conduct employment checks under Child Protection laws. The School may also collect personal information about applicants in accordance with these laws.
6. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If the applicant provides the personal information of others, the School expects the applicant to inform them, explain the reason, advise them that they can access that information if they wish and that the School will not disclose the information to third parties.

## Guidelines for the Application

1. To apply for this position, the applicant must be eligible to work in Australia;
2. Applications should include a Covering Letter of no more than two pages in PDF format;
3. Applications should include a Resume of no more than 4 pages in PDF format;
4. All applications will be acknowledged upon receipt;
5. Applications close 4:00pm, Friday 24<sup>th</sup> March 2023. Please note, early applicants may be interviewed prior to closing date.
6. Applications must also include the following information:
  - a) Personal details;
  - b) Working with Children Check clearance;
  - c) A summary of your current employment position;
  - d) A concise summary of your employment history;
  - e) Cultural, recreational and other interests.