



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Appointment of

**Senior School
Receptionist &
Administrative Assistant**



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College Overview

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for approximately 2,000 students across two campuses, Canowindra located in Taylors Lakes and Yirramboi in Keilor. Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

All staff participate in the full life of Overnewton College, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton College means being part of an inspiring, caring and professional community, innately believing that students are at the centre of our decisions.

Four schools, two campuses, one college

The College is organised into Junior School (Preparatory – Year 4, Canowindra Campus), Middle School (Years 5 – 8, Yirramboi Campus), Year 9 (Canowindra Campus), and Senior School (Years 10 – 12, Yirramboi Campus). Each School has its own Head of School and its own Parent Support Team and is functionally self-contained. The structure gives a small school community intimacy to the entire College and is supported by our large school facilities, large VCE subject choice and support services. The College is a safe, happy, ordered environment in which disciplined behaviour is a natural outcome of motivated students, engaging and demanding programs and excellent pastoral care systems.

Proudly Anglican

The College has a Chaplain and every child attends Chapel once a week. Christian festivals are celebrated, Christian values are promoted and active faith is encouraged. Religious Studies is taught from Preparatory Year to Year 11.

Affordable education

To allow access to our education, the College maintains affordable fees with State and Commonwealth Government funding providing the balance.

Consistently high academic results

Our VCE results are particularly pleasing when we consider that Overnewton encourages all students to complete the VCE regardless of their academic ability. Overnewton participates in the NAPLAN tests and results can be viewed [here](#).

Parental involvement

Recognising that education is a partnership, the College seeks high parental involvement and each family contributes 12 hours of service to the College per term. There are over fifty parent working groups helping in areas such as classroom assistance, gardening, yard duty, photocopying, catering, canteens and the annual fair. There are regular working bees at each campus. The parental involvement is a key to the success of a student's experience in the College. Students attend the College knowing they have the complete support and commitment of their parents behind them.





Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation.

We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

Our Values

Our Christian Foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

Respect

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.



Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children’s well-being and protecting children from abuse.

Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

All staff must comply with Overnewton College’s Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.



Position Overview

Position Title	Senior School Receptionist and Administrative Assistant
Campus:	Yirramboi Campus
Reports to:	Head of Senior School
Time Fraction:	Full-time
Tenure:	Ongoing
Effective date:	To be discussed at interview

Position Summary

The Senior School Receptionist/Administrative Assistant will provide high-level customer service and support to all Senior School parents, students, staff and visitors along with administrative assistance with the day to day running of the Senior School as required.

The successful applicant will be an active member of the school team who enjoys working in a busy, friendly environment and is a member of the College and Campus based administration team.

Due to this fast-paced environment, the candidate will be required to be available between the hours of 8:00am and 4.15pm.

This role attracts 6 weeks annual leave per annum, to be taken during school holiday and college shutdown periods.

Position Relationships

- The Principal
- Deputy Principal/Head of Yirramboi Campus
- Head of Senior School
- Deputy Head of Senior School
- Personal Assistant to the Head of Senior School
- Personal Assistant to the Deputy Principal/Head of Yirramboi Campus
- Senior School Administrative Staff
- Other College Administrative Staff
- Senior School Staff
- Senior School Students



Key Responsibilities

The Senior School Receptionist and Administrative Assistant is responsible for:

Front of House

- Welcoming and assisting parents, students, staff and visitors competently, confidently, and professionally in a timely manner;
- Visitor and student sign in and out, responding to in person student and staff requests and enquiries;
- Answer phone calls to the Senior School, as well as overflow from the Main College phone number (where not directed to a particular school or department);
- Act as designated building warden in the event of fire or lockdown;
- Holiday cover for other schools in relation to phone calls.

Administration Assistance

- Manage bookings for facilities located in the Senior School;
- Maintain office equipment;
- Assist with dissemination of documentation and equipment for Special Provision assessments;
- Accurately maintain attendance recording on Compass;
- Maintain events and group activities on College databases;
- Daily Attendance Reporting for Senior School staff and Leadership team;
- Various administrative duties associated with a Senior School, e.g. photocopying, distribution of internal mail and mailing of external mail;
- Maintain and audit student records/files;
- Maintain and update the Senior School SharePoint site under guidance of the Personal Assistant to the Head of Senior School;
- Assist with the management of activity documents, e.g. excursions, incursions and camps;
- Maintain awareness of policies and procedures specific to Senior School and the College;
- Prepare Mentor Clean Up Duty roster and distribute weekly;
- Maintain and update Atrium electronic sign;
- Manage and review filing and office systems;
- Manage student performance data administration and filing;
- Maintain and ordering of kitchenette supplies;
- Assist with term break classroom audit;
- Attend and contribute to Senior School Administration Team meetings;
- Any other items listed in the Senior School Reception Guide and responsibility for updating the guide where necessary;
- Provide administrative support as delegated by the Personal Assistant to Head of Senior School;
- Carry out any other responsibilities as required by the Head of Senior School.





Key Selection Criteria

- Ability to work as part of a cohesive and high performing team;
- A positive and proactive team-based approach;
- Demonstrate initiative and the ability to work independently as well as collaboratively;
- Adaptability and change responsive in an atmosphere of constantly shifting priorities;
- Strong ability to prioritise and remain focused under pressure;
- Excellent attention to detail;
- Ability to meet deadlines;
- High level organisation and capacity to maintain a neat, ordered workspace within the School;
- Demonstrated ability to maintain confidentiality in all aspects of student, staff, client and College information;
- Demonstrated excellent skills in Office 365/Microsoft Office, particularly Word and Excel;
- High degree of computer literacy Demonstrated data analysis skills;
- Excellent organisational and time management skills in a fast-paced environment;
- Excellent verbal and written communication skills;
- Flexibility in working independently and to changing time frames;
- Capacity to work autonomously, flexibly and with discretion;
- Willingness to learn and adopt new processes and technology;
- Experience with the use of databases: knowledge of SAS and Compass software, including Attendance advantageous.

Relevant Skills, Knowledge and Experiences

- Business Administration or equivalent qualifications (minimum Certificate IV) will be highly regarded.
- A sound knowledge of, or experience in a comparable independent school setting will also be highly regarded.

Conditions of Employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All education support staff will have a current Working with Children's Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton College is an equal opportunity employer and enforces nondiscrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.



Application and Selection Process

Application Process

Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:

- A brief cover letter of no more than one page;
- A CV, of no more than 5 pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- The contact details of three referees, one of whom should be your current line manager.

Note that referees will not be contacted without your prior consent.

Selection Process

A preliminary short list of applicants will be prepared, and first round interviews conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions can be discussed with the Principal or delegate at final interview.

Applications will be processed upon receipt.

