



ADMINISTRATIVE OFFICER/FRONT-OF-HOUSE

KEILOR CAMPUS

Ongoing position; commencing January 2018

Full time Monday to Friday

ABOUT THE COLLEGE

Overnewton Anglican Community College encourages and supports its students as individuals to achieve at optimum levels in a broad range of curricular and extra-curricular activities and to prepare them for life as responsible members of the community with sound values based on Christian faith. The College will maintain a strong sense of community values and strive to ensure that its educational program is widely accessible and that parents, the community and the Anglican Church enjoy active roles in the life of the College.

ORGANISATIONAL RELATIONSHIPS

This position reports to the Business Manager through the PA to the Business Manager.

Internal liaisons of this position are all College staff as required, and Finance and Administration staff on a more regular basis.

ABOUT THE POSITION

This is a dual role position, with primary responsibilities including administrative support to the PA to the Business Manager and Front of House duties.

The Front of House role will be the first point of contact for visitors to the campus and will be required to demonstrate skills and qualities which make an excellent first impression. All general telephone calls to the College are taken through the Keilor Campus Front-of-House desk.

Administrative duties include but are not limited to:

- Assistance with the OACC Dedicated Buses system
- Assistance with the College MacBook Program
- Assistance with photocopying and filing
- Assistance with maintaining office equipment
- Assistance with the College Archival system
- Other tasks as directed by the Business Manager

Some prior knowledge of the College would be beneficial but not essential. A demonstrated ability to learn and convey information accurately is essential.

The successful applicant will be an active member of the Administrative team who enjoys working in a busy, friendly environment. They will possess:

- The ability to multi-task and complete tasks efficiently, including when under pressure to meet deadlines or in public view
- A demonstrated ability to take initiative and work independently
- Outstanding interpersonal and telephone communication skills, including a polite and helpful approach to dealing with members of the College community and visitors
- A proven ability to acquire new computer-related skills
- Competent word-processing and spreadsheet skills (particularly MS Word and Excel); applicants will be tested as part of the interview process

- Professional presentation and demeanour at all times, including a demonstrated understanding of the need for maintaining confidentiality
- A current drivers licence and vehicle

THE SELECTION PROCESS

A preliminary short list of applicants will be prepared and first round interviews will be conducted by a panel. Skill testing will be conducted at the first round interviews. A final shortlist will be prepared and final interviews conducted by the Principal or his representative.

CONDITIONS OF EMPLOYMENT

The successful applicants for this position will be entitled to 6 weeks annual leave, including College shut-down periods over Christmas and mid-year.

Details of employment conditions, including salary, can be discussed at final interview. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation.

All non-teaching staff members are required to show evidence of a Working with Children (*employee*) check.

APPLICATIONS

In the first instance, enquiries and applications should be directed to:

Mrs Andrea Turner, Human Resources Assistant
Email: humanresources@overnewton.vic.edu.au
Telephone: 03 9334 0035

- **EMAILED APPLICATIONS PREFERRED**
- **Closing Date for Applications: 5.00pm Friday 8 December 2017**

Receipt of applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Ph: 9334 0035)



OUR VISION:

A community of Learners Embracing the Future

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

Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

- **Learning**
We are all life-long learners, helping each other in our journey towards greater knowledge, understanding and wisdom.
- **Community**
We are proud to belong to the Overnewton College community, doing our best to contribute positively, within and beyond it. The College 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.
- **Excellence**
We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.
- **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.

Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.