



**Senior School
Receptionist/Administrative Assistant**
Full-time ongoing position: Keilor Campus
Commencement date as soon as possible, by agreement
Closing date for applications: **Monday 4 March, 2019**

POSITION DESCRIPTION

Position objectives:

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 teams.

Organisational relationships:

- This position is accountable to the Principal through the Head of Senior School with responsibility also to the Personal Assistant to the Head of Campus (who coordinates school holiday annual leave rosters).
- Internal liaisons of this position are other administrative staff.

Key responsibilities

- Present a welcoming face for the School's Reception
- Liaise with parents, students, staff and visitors competently, confidently, professionally and in a timely manner
- Reception duties – including visitor sign in and out, answering phone calls, responding to student request and enquiries
- Attendance Reporting – Student absences, late arrivals/early departures, ACS attendance and follow up
- Source and order stationery
- Maintain office equipment
- Act as designated building warden in the event of fire or lockdown
- Manage bookings for facilities located in the Senior School
- Carry out various administrative duties associated with a School, e.g. photocopying, distribution of internal mail and mailing of external mail
- Maintenance of student records/files
- Excursion permission management and management of camp documentation
- Produce the Senior School weekly planner
- Produce the Senior School Daily Bulletin
- Organise and distribute the mentor clean up and duty roster
- Maintain and update Atrium electronic sign
- Maintain and update student information on SAS and First Class databases as required
- Manage and review filing and office systems

- Manage student performance data administration and filing
- Facilities Department: arrange for any repairs/maintenance of office equipment and liaise with maintenance staff and contractors as required
- Attend and contribute to Senior School Administration Team meetings
- Provide administrative support as delegated by PA to Head of Senior School
- Carry out other responsibilities required by Head of School

Qualifications

Business Administration or equivalent qualifications (minimum Certificate IV level) will be highly regarded.

Key qualities and skills

Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following:

- 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 work space within the School
- Demonstrated ability to maintain confidentiality in all aspects of student, staff, client and College information
- Demonstrated excellent skills in Microsoft Office, particularly Word and Excel
- High degree of computer literacy including use of Apple Macbook and iPad
- Demonstrated data analysis skills
- Excellent organisational and time management skills in a fast-paced environment
- Excellent verbal and communication skills
- Flexibility in working independently and to changing time frames
- Capacity to work autonomously, flexibly and with discretion
- Extensive experience with use of databases: a knowledge of SAS, First Class and Scholaris
- Attendance Reporting is an advantage
- A good working knowledge of all aspects of the Campus and the College

Relevant skills, knowledge and experience

Experience in an independent school setting will be highly regarded.

Performance Management

In relation to setting goals, managing performance and accountability, the Head of School, with the Personal Assistant to the Head of School, will establish key performance indicators (KPIs) with the Senior School Receptionist/Administrative Assistant, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the key responsibilities and key qualities and skills associated with the position, will be reviewed at least annually.

Conditions of employment

- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination 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 wellbeing 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.
- Education Support Staff work 37.5 hours per week. Working hours will be determined by the Head of School. Some flexibility in working hours will be required from time to time; this will be discussed with applicants at interview. The Personal Assistant to the Head of School will be entitled to 6 weeks annual leave, to be taken during school holidays including College shut-down periods in December/January and July.

THE SELECTION PROCESS

A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Senior School. Applicants who are interviewed will undergo a test of computer skills (including use of Word, Excel and basic database skills). Final appointments are made by the Principal or his delegate.

All applicants are required to complete the appropriate application form, including additional information as specified on the form.

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: **Monday 4 March, 2019**

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).

Information about Overnewton College

Our Vision: *A community of Learners Embracing the Future*

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment 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: Overnewton's 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 in the wider community.

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

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.

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

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