



Administrative Assistant **Facilities Department**

Part-time (0.8 FTE): 11 am – 5 pm on 5 days per week

Ongoing position located at Keilor Campus

Commencement date as soon as possible (to be negotiated)

Closing date for applications: 9.00 am on Tuesday, 3 March, 2020

Position Description

Position objectives

This position will provide administrative support to the Facilities Manager and department.

Organisational relationships

This position reports to the Principal through the Facilities Manager and the Business Manager. The Business Manager's Personal Assistant will provide mentoring and support to the successful applicant

Key responsibilities

Duties as listed but not restricted to those in this job description

- Prioritise and list daily maintenance tasks in preparation for distribution to facilities maintenance staff
- Maintain all records and documentation required by the Facilities Manager, including:
- inventories and records relating to electrical and other equipment requiring cyclical maintenance across the College (e.g. heaters, air conditioners)
- evacuation plans, ensuring updates and distribution as required
- all documentation relating to contractors employed in facilities maintenance
- Provide appropriate induction in relevant College policies and procedures to new contractors
- Maintain an effective filing system
- Administer orders and accounts for the facilities maintenance area, including the preparation of purchase requests.
- Prepare invoices for payment
- Liaise with School-based staff and contractors, regarding maintenance requests, as required
- Deal with incoming and outgoing correspondence pertaining to the facilities maintenance area, as required
- Attend Building & Grounds Committee meetings, and record and distribute minutes of these meetings
- Complete routine administrative tasks (photocopying, laminating, binding etc.)
- Undertake other pertinent tasks, as required by the Facilities Manager

Qualifications and experience

- Business Administration or equivalent qualifications (minimum Certificate IV level) will be highly regarded, as will previous experience in a similar role

The successful applicant will have:

- Significant experience in an administrative role, preferably in the building industry, and/or working with building or equipment maintenance contractors
- Advanced word-processing skills (particularly MS Word and Excel); applicants will be tested as part of the interview process
- Demonstrated strong organisational skills; the ability to multi-task and complete tasks efficiently, including when under pressure to meet deadlines
- A demonstrated ability to take initiative
- Excellent telephone and personal communication skills
- A polite and helpful approach to dealing with members of the College community, contractors and visitors
- Professional presentation and demeanour at all times, including a demonstrated understanding about matters of confidentiality

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

- Strong ability to prioritise, remain focused under pressure and adapt to change
- Attention to detail
- Demonstrated ability to maintain confidentiality in all aspects of student, staff, client and College information
- Excellent organisational and time management skills
- Excellent verbal and communication skills
- Flexibility in working independently and to changing time frames
- Capacity to work autonomously, flexibly and with discretion
- Capacity to build a strategic partnership with the Facilities Manager
- Demonstrated initiative and the ability to work independently as well as in a team
- A good working knowledge of all aspects of the College relevant to the position

Performance Management

In relation to setting goals, managing performance and accountability, the Business Manager, with the Facilities Manager, will establish key performance indicators (KPIs) with the Facilities Manager's 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) - Employee – 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.
- Full-time Education Support Staff work 37.5 hours per week. The successful applicant will work 6 hours per day, including a 30-minute paid break. Some flexibility in working hours may be required from time to time; this will be discussed with applicants at interview. The Facilities Manager's Assistant will be entitled to 6 weeks annual leave, to be taken ordinarily 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 Business Manager and the Facilities Manager. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

How to Apply

Applicants are required to complete the appropriate application form at www.overnewton.vic.edu.au

- Email applications send to Mrs Andrea Turner, Human Resources Assistant humanresources@overnewton.vic.edu.au
- 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 (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 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.