

Administrative Assistant to the Head of Human Resources and the Principal's Personal Assistant
Full-time, ongoing position
Commencement date will be discussed with applicants at interview

Position Description

Position objectives:

The Administrative Assistant will provide visible support to the Principal's Personal assistant and the Head of Human Resources. The successful applicant will be experienced in providing high-level administrative support, including tasks requiring tact, sensitivity, initiative and problem-solving skills.

Organisational relationships:

- This position is accountable to the Principal through the Principal's Personal Assistant and the Head of Human Resources.
- Internal liaisons of this position are other administrative staff, in particular, the Human Resources Assistant and Campus and School-based Personal Assistants

Key responsibilities

For the Personal Assistant to the Principal

At the direction of the Principal or Principal's assistant:

- Assist the Principal's Assistant with regular tasks including, but not limited to:
 - Filing and Archiving
 - Monitoring and follow-up of family contribution ("Hours") and Fees
 - Badge ordering and distributing
- Become familiar with all tasks carried out by the Principal's Assistant
- Relieve the Principal's Assistant when on leave and as required
- Assist the Principal's Assistant with other duties when required
- Attend to other tasks required by the Principal

For the Head of Human Resources

At the direction of the Head of Human Resources:

- Work with the Human Resources Assistant to manage recruitment and onboarding processes including induction and completion of mandatory training requirements
- Maintain up-to-date position descriptions and organizational charts for all positions, liaising with relevant managers and other staff
- Become familiar with all administrative tasks carried out by the Human Resources Assistant and selected tasks carried out by the Head of Human Resources
- Relieve the Human Resources Assistant and day to day tasks of the Head of Human Resources when either is on leave and as required
- Work with the Head of Human Resources and the Human Resources Assistant to monitor and improve HR practices over time

General

- Attend specialised training courses where necessary (e.g. software and HR training)
- Attend to general administrative duties with high standard of professionalism
- Carry out other responsibilities required by the Principal's PA or the Head of HR

Qualifications and experience

Human Resources and/or Business Administration or equivalent qualifications (minimum Diploma level) essential. Degree qualifications, particularly in HR, will be very 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:

- A positive and proactive team-based approach
- Demonstrated initiative and the ability to work independently as well as collaboratively
- Adaptability and change responsive in an atmosphere of shifting priorities
- Excellent organisational and time management skills
- Excellent verbal and written communication skills
- Capacity to work autonomously, flexibly and with discretion
- Excellent attention to detail
- Demonstrated ability to maintain confidentiality in all aspects of student, staff, applicant and College information
- High degree of computer literacy including demonstrated excellent skills in Microsoft Office, particularly Word and Excel
- Demonstrated data analysis skills
- Experience with use of databases, and hands-on experience with HR software packages will be highly regarded
- The ability to quickly develop a good working knowledge of all aspects of the Campus and the College

Relevant skills, knowledge and experience

Previous experience in a similar role is essential, as is full understanding of the need for confidentiality in sensitive matters. Previous experience in an independent school setting will be highly regarded.

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 discussed at interview. The Executive Administrative Assistant 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 interviews conducted by a panel. The Principal or his delegate will make all appointments. Basic skills testing (Microsoft Word and Excel use of a database) will form part of the interview process.

How to Apply

- Applications to be emailed 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 the Head of Human Resources Di Nunan (Phone: 9334 0147).
- Closing date for applications: **Monday, 17 February, 2020.**

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 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.