



KNOX GRAMMAR SCHOOL

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# ROLE DESCRIPTION

## PA TO THE K-2 CO-ORDINATOR / ADMINISTRATION ASSISTANT TO THE K-2 CENTRE (KNOX PREP) TERM TIME + 2 WEEKS

### 1. ROLE PURPOSE

The PA to the K-2 Co-ordinator / Administration Assistant to the K-2 Centre works for the K-2 Co-ordinator and is a member of the broader School Administrative Support Staff Team, which is inspired at all times by the highest ideals of collaboration, co-operation, integrity and team-work. The function of the Administrative Support Staff Team is to deliver a broad range of services to support the School's educational, pastoral, cultural and co-curricular mission. Within that context, the role of the Administration Assistant to the K-2 Centre focuses primarily on providing exceptional professional and administrative support to the K-2 Co-ordinator and the wider K-2 Teachers and support staff.

The incumbent will be expected to use their initiative to manage the office of the K-2 Centre. The incumbent will have well developed skills enabling them to prioritise and act on urgent issues requiring attention, monitor deadlines, ensure the accuracy of communication, and develop and implement systems that ensure the smooth functioning of the K-2 office.

The effective execution of this role will require outstanding decision making skills, superior initiative, priority and time management, and excellent computer and communication skills. The incumbent will engage with the School's staff, parents and students with an inclusive, courteous and service-oriented disposition.

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## 2. ROLE RESPONSIBILITIES

### Relationships

- To contribute to the building of positive professional relationships within the School community.
- To assist in developing effective communication links within the School community.
- To provide support, loyalty and trust to professional colleagues.
- To provide prompt and cheerful service within the broader administrative team.

### Key Administrative Support Services

- To support the K-2 Co-ordinator through Electronic Diary Management and manage the day-to-day running of the K-2 Office to ensure the office functions effectively and efficiently.
- Set up and maintain electronic filing within the shared drive and the google drive.
- Manage all student absences K-6.
- Create and manage excel spread sheets for class lists and orientation lists.
- Track all parent correspondence within an electronic filing system on the share drive.
- To ensure that guests to the School are received with hospitality and their needs are supported.
- To ensure the smooth running of functions held in the K-2 Centre.
- To provide general administrative support to the K-2 Co-ordinator including preparing and drafting correspondence, maintaining files.
- To provide administrative assistance to the K-2 Co-ordinator and the Academic and support staff in the K-2 Centre arranging meetings and taking minutes of meetings.
- To arrange and job watches when required.

## 3. ROLE ACCOUNTABILITY

### Management of the K-2 Office

- Demonstrates office processes that are systematic, timely and effective.
  - Provides a sense of welcome and service resulting in staff confidence in the services provided by the office.
  - As the initial point of contact for people approaching the K-2 Co-ordinator, redirect enquiries to a more relevant manager or direct to the Deputy Head of Prep if necessary.
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### Demonstration of the following Key Skills / Abilities

- Organisational and planning skills in order to meet deadlines and manage the K-2 Office.
- Able to maintain a sound knowledge of the School's structure, functions, policies and processes, in order to be able to offer high level administrative support.
- Able to exercise sound judgement in determining work priorities.
- Able to develop a high level of trust and maintain confidentiality.
- Word processing, technology and ICT skills appropriate to this role.
- Strong written and verbal communication skills with excellent attention to detail and accuracy.
- Multi-tasking, adaptability skills and the ability to work to tight deadlines.
- Presentation skills, particularly ability to deal with internal management and external parties.
- Prepare newsletters using Adobe InDesign.

### Key Performance Indicators

- Capacity to use initiative and progress matters with appropriate consultation with the K-2 Co-ordinator.
- Management of competing priorities within time constraints.
- Demonstrate high level of competency in the Microsoft Office Suite, including Excel, Word, Power Point, Adobe Acrobat and Adobe InDesign.

## 4. WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

## 5. LENGTH OF TENURE & APPRAISAL/REVIEW CONDITIONS

The PA to the K-2 Co-ordinator / Administration Assistant to the K-2 Office is appointed on a permanent, ongoing basis. As with all school staff, the incumbent will undertake regular programs of review and development.

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## 6. TERMS AND CONDITIONS

This is a permanent term time plus two position (one week prior to Term 1 and one week post Term 4). Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

*Please note:*

*All staff are subject to mandatory screening procedures in line with Child Protection Legislatio*

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