



ROLE DESCRIPTION

ADMINISTRATIVE ASSISTANT - MIDDLE SCHOOL ACADEMY

Term time plus 2 weeks – 40 weeks per year on stand down provisions

1. ROLE PURPOSE

The Administrative Assistant works to assist the Head of Academy (HOA), the Director of Studies (DOS) and the Academy Team 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 and co-curricular mission.

2. ROLE RELATIONSHIPS

The Administrative Assistant is responsible to the HOA and the DOS. During timetabled events, they will provide ad hoc administrative support to the Director of Outdoor Education. As with all School employees, the Administrative Assistant is ultimately responsible to the Headmaster.

The position will engage with Knox Grammar staff, parents, students and external parties with an inclusive, courteous and service-orientated disposition. This position will deal with matters of a sensitive and confidential nature diplomatically and discreetly.

3. ROLE RESPONSIBILITIES

- To contribute to the building of positive professional relationships within the School and broader School community.
- To deal professionally and courteously with external bodies such as partner schools, visitors, and third party service providers.
- To collaborate in team building processes within the School and the administrative team across the Academy.
- To assist in developing effective communication links across the School community.
- To provide support and loyalty to professional colleagues.
- To provide prompt and cheerful service to staff within the including students, parents and visitors.

Key Administrative Support Services

- To maintain information management databases relating the needs of the Academy.
- To prepare well written and accurate correspondence in all formats.
- To prepare agendas, minutes, background information, reports, analysis and other support documents as required.
- To support with diary management and manage the day-to-day running of the Academy.
- To co-ordinate and provide administrative support for all internal and external events and programs run out of the Academy, for example: large volume mail outs; assemblies, outdoor education activities and student leadership programs,
- Liaise with the Student Administration Officer (SAO) to ensure compliance of illness and misadventure processes are correctly administered as per the Policy.
- To co-ordinate and manage student and parent interviews and special projects as required.
- To be responsible for managing compliance issues in the specific areas of responsibility.
- To collect, proof read and edit a variety of documents and reports.
- To support peak administrative work cycles across the wider school community, undertake additional ad hoc administrative support as required by the Executive Assistant to the Headmaster and School Council.
- Carry out any other duties which may be reasonably associated with this role.

Research and Project Support

- To research and contribute to special projects, presentations and reports as required.
- To prepare background information, advice and professional support to the HOA, DOS and DOE.
- To assist the HOA in the budget preparation, regular budget maintenance and in liaising with the Finance team as required.
- To work with the HOA and DOS in the co-ordination and planning of the year's programs and activities.
- Administrative support for the student leadership selection and election process for the Middle Academy
- Enter all student leadership and exchange information into student half yearly and yearly reports.
- Complete Activity Proposal forms and RAMPs documents as required for events and Student Leader commitments

Key Skills & Abilities

- To be proactive and energetic with a positive approach to work.
 - To have a demonstrable capacity to manage and prioritise tasks.
 - To be discreet and able to maintain strict levels of confidentiality.
 - To have demonstrable problem solving skills.
 - To have highly developed organisational and interpersonal skills.
 - To possess strong written and verbal communication skills.
 - To have meticulous attention to detail.
 - To be able to manage projects and tasks
 - To have ICT skills of the highest professional level.
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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. APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Administrative Assistant will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

6. TERMS OF EMPLOYMENT & REMUNERATION

This is a permanent full-time position (plus 5 business days prior to students commencing Term 1 and 5 business days post students finishing 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 Legislation