



ROLE DESCRIPTION

ADMINISTRATIVE ASSISTANT – WELLBEING CENTRE

**Fixed-term part-time job-share (5 days per fortnight), term time only
Maternity Leave from November, 2019**

ROLE PURPOSE

The Administrative Assistant will work as part of Knox Grammar School's ("the School") large and busy team of Psychologists who deliver professional counselling services to the Senior School students at the Wellbeing Centre. The function of the Administrative Assistant is to deliver a broad range of administrative, practice management, data entry and reception duties for the Wellbeing Centre.

ROLE RELATIONSHIPS

The Administration Assistant - Wellbeing Centre reports to the Head of the School Psychology and, as with all school employees, is ultimately responsible to the Headmaster.

The Administrative Assistant will engage with the School's students, parents, staff and external parties with an inclusive, courteous and service-orientated disposition.

ROLE RESPONSIBILITIES

General

- Contribute to the building of positive, professional and effective relationships & communications within the School and broader School community.
- Provide support to busy psychologists, in often stressful situations.
- Provide prompt and friendly service to students, parents, staff and visitors.
- Deal with matters of a sensitive, confidential and often emotional nature, diplomatically and discreetly.

Key Administrative Support Services

- Management of People
 - Maximise the emotional safety and comfort of the Wellbeing Centre's culture and environment for students, parents, staff and visitors

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- Management of appointments
 - Referral management
 - Liaison with students, staff and external parties i.e. parents and psychologists
 - Arranging formal consent from parents and students
 - Management of clinician diaries
 - Maintenance of appointment record keeping
 - Organising and rostering rooms for appointments
 - Organising student assessments
 - Ability to use different platforms to make assessments available to clients as instructed by the Psychologist
 - Administer in-take forms to assess students' wellbeing & safety
 - Office management
 - Stationary orders
 - Catering requests
 - Maintenance requests via JobWatch and liaison with the School's Property Department
 - Manage and maintain start up packs issued to new interns Psychologists
 - Supervising, instructing and assisting Interns
 - Writing and distributing agendas and minutes for department meetings
 - On behalf of Head of the School Psychology, provide statistical reporting to the Deputy Headmaster
 - Typing up various documents and distribution to staff.
 - Ad hoc administrative support across the wider school community as requested, to assist with peak work cycles, including research assistance to the Director of Wellbeing.

KEY SKILLS & ABILITIES

- Demonstrable outstanding people skills including a genuine care for and delight in people and their wellbeing, possesses empathy & compassion
 - Assertiveness and the ability to manage adolescents.
 - Proactive and energetic with a positive approach to work.
 - Demonstrable capacity to calmly manage and prioritise multiple, fast-moving, and complex competing needs of people in the Wellbeing Centre (students, staff, psychologists, and parents).
 - Initiative-taker in meeting the needs of psychologists and their clients
 - Discreet and able to maintain strict levels of confidentiality.
 - Possesses high level problem solving skills.
 - Highly developed organisational and interpersonal skills.
 - Possesses strong written and verbal communication skills.
 - Meticulous attention to detail.
 - Proficient word-processing & excel skills
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WORK HEALTH & SAFETY

The Administrative Assistant 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.
- reporting any near miss incidents to the appropriate staff as soon as possible.
- working within the WHS management systems that have been adopted by the School.

LENGTH OF TENURE & APPRAISAL

This is a fixed-term part-time job-share position during term-time only until Friday 26 June 2020.

As with all members of staff, the Administrative Assistant will participate in a regular appraisal program. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

REMUNERATION

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: Successful applicants will be required to provide the School with a current NSW Working with Children Check number in accordance with Child Protection legislation