

## POSITION DESCRIPTION

### Administration Assistant

**Position Title:** Administration Assistant (Reception and Student Services)  
**Reports to:** Head of Junior School & Office Manager  
**Campus:** Warragul Junior School  
**Conditions:** Part-time, ongoing

The following Position Description is intended to give prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties. It is expected that specific tasks and functions will change from time to time in line with School's operational structures and programs.

#### General

- Demonstrated experience and efficiency in business and general office procedures
- Excellent communication skills, both written and verbal
- Strong interpersonal and public relations skills
- The ability to deal calmly and effectively with many different demands simultaneously
- An ability to prioritise work-flow and meet deadlines under pressure
- Solve problems creatively, and work with initiative

#### Major Duties and Responsibilities:

##### Reception

- Be flexible in managing the day-to-day work flow allowing for frequent interruptions from students, teachers, parents, and other unscheduled tasks which need immediate attention
- Answer incoming calls in a timely and professional manner
- Greet all visitors to St Paul's Anglican Grammar School with a welcoming, friendly and professional manner
- Provide outstanding customer service to all visitors to St Paul's
- Understand the emotional nature of students with compassion, insight and guidance
- Act as the face of St Paul's at all times – friendly, professional and well presented
- Manage ongoing ordering and monitoring of stationary for staff
- Assist with the organisation of school functions preparing catering and other requirements
- Have an excellent knowledge of the day to day events at the School and movements of key staff
- Responsible for the signing in and out of visitors to the School and keeping updated records
- Undertaking administration tasks such as preparing letters, labels, emails for the Head of School and Leadership team.
- Ensure that all mail coming in and going out of the School is attended to and is sent to Australia Post in a timely manner
- Updating the School's internal database 'Synergetic' as required
- Maintenance of student files

##### Student Services

- Act as the first point of contact for the School's student and parent body and handle daily enquiries and requests for assistance from students and their parents
- Provide first aid assistance to students and ensure the School's sick bay is well maintained
- Ensure all Student Anaphylaxis, Asthma, Epilepsy and Diabetes plans are up to date and uploaded to Synergetic

- Liaise with parents to ensure expiring medical plans are renewed and EpiPens are replaced prior to expiry dates
- Ensure all Junior School First Aid kits are up to date with NO expired products, including School EpiPens and Asthma relievers.
- Excursions and camps – utilising Consent2Go system to collect and collate information, book buses, provide medical printouts for excursions; and to provide first aid kits for excursions
- Student attendance – follow up on any student absences via SMS messaging
- Maintenance of sick bay

**Qualifications:**

- Working with Children Check
- Certificate in Office Administration (or equivalent experience)
- First Aid Certificate
- CPR, Asthma and Anaphylaxis Certificate

**Key Contacts:**

Heads of School  
 Leadership Team  
 Office Manager  
 Students  
 Parents  
 Teachers and Other Staff  
 External Visitors/Contractors/Presenters  
 Delivery Officers

**Child Safety Statement**

St Paul’s is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School’s Child Safe Policy and Code of Conduct. St Paul’s performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul’s has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul’s is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

**Information for Applicants**

St Paul’s Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul, Traralgon and Drouin in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne, Drouin Campus 90kms and the Traralgon Campus 175kms.

The School has approximately 1700 students and 340 staff across all locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including co- curricular activities.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

### **Applications**

Applicants should submit **via email**, their application for this role to [hr@stpaulsags.vic.edu.au](mailto:hr@stpaulsags.vic.edu.au), including:

- Cover letter
- Resume
- Professional referees who can speak to your experience and suitability for this position

Thank you for your interest in employment at St Paul's Anglican Grammar School.