



## Position Description School Clerical Officer (Front Office)

### Position Summary

The Administration Assistant is responsible for the day to day reception, general administration, first aid requirements of the College; and associated secretarial activities.

Specifically, the functions of the role are to provide:

1. Office and Clerical support to the College,
2. First Aid and Workplace Health and Safety duties,
3. Reception and Administration duties,
4. Be the front line contact for visitors to the college,
5. Manage the day to day elements of reception and associated activities.

### Accountability

All positions within the College will support the Mission and Vision of Marist Regional College. Interacting with our colleagues, schools and the community requires all employees to promote and support the Catholic ethos.

It is expected that all duties will:

- Be consistent with Catholic ethos, College Mission, Vision, and Values
- Be conducted in accordance with MRC Values, policies and the ethos:
- Promote the Catholic ethos in all dealings within and on behalf of MRC

### Authority

Reporting to the Business Manager, the person is expected to display a high level of autonomy, discretion, confidentiality, and proactive relationship management in the position.

### Key Relationships

<i>Internal</i>	Principal, Teachers, Leadership Team, Management Team, Students.
<i>External</i>	Parents, visitors and callers to the College.

## Occupational Health & Safety

This Position is Classified as a 'Worker' under the model Work Health & Safety Act (2010), and the employee is responsible to undertake duties specified as 'Worker' for the purpose of this Act.

*In addition, all employees of MRC are required to:*

- Cooperate with the College in relation to activities taken by MRC to comply with OHS legislation;
- comply with the Occupational Health & Safety Act;
- adopt work practices that support OHS programs;
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace;
- seek guidance for all new or modified work procedures;
- ensure that any hazardous conditions, near misses and injuries are reported immediately;
- participate in meetings, training and other environment, health and safety activities where required;
- not willfully place at risk the health or safety of any person in the work place;
- not willfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

## Tasks & Responsibilities

The Administration Assistant (Front Office) is responsible for:

1. Administration:
  - Extra-Curricular records for students
  - Certificate Developing
  - Resource Preparation
  - EFTPOS & Cash receipting
  - General administration
  - Word Processing
  - Stationery Orders
  - Daily Mail Distribution
  - *Marist Star* Preparation
  - Cash Register
  - Health Information Support
  - Information Checklist
2. Workplace Health & Safety
  - OH&S Committee Minutes
  - First Aid
  - Perform Fire Evacuation Procedures
  - Maintain First Aid register
  - Maintain First Aid Supplies
  - Maintain lunch duty bum bags
  - Assist with Policy & Procedure relating to WHS
3. Reception support:
  - Dealing with incoming telephone calls
  - Message taking and distribution
  - Distribution of faxes

- Parent appointments
  - Visitors book
4. Other duties:
- Where Administration support is required, and/or
  - as directed by the Business Manager or Principal.

### Knowledge, skills and experience (Selection Criteria)

1. *Essential requirements of the position*

- a) Previous experience in office administration or similar position.
- b) Tertiary qualification in Office Administration or related discipline
- c) Excellent understanding of the Harmonised Work Health and Safety Legislation
- d) Demonstrated ability to work independently with minimum supervision and as part of a team
- e) Well-developed ability to handle stress in a high paced environment.
- f) Excellent verbal and written communication skills.
- g) Knowledge and understanding of School Administration.
- h) Demonstrated computer and technological proficiency.
- i) Ability to maintain confidential, accurate, up to date and detailed records.
- j) Senior Workplace Level 2 First Aid.
- k) Willing to undertake training as required or requested.
- l) Willing to continually work toward Professional Development.
- m) Prepared to participate in School Improvement processes.
- n) Understanding of and ability to contribute to the mission of Marist Regional College as a Catholic school.

2. *Desirable requirements of the position*

- a) Understanding of Tasmanian Catholic Education Commission policies and their implications for policies and practices.

### Acceptance of responsibility

I have read and understand the above expectations of the role, and will undertake the tasks and duties to the best of my ability:

**Employee:**

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date