

Northside Christian College

ADMINISTRATION

Position Description - Junior School Secretary

Position Purpose

To provide efficient administrative support to the Head of Junior School, and to provide a high-quality service for parents, students and staff who contact the Junior School Office in person, via email or over the phone.

Accountability

To the Head of Junior School for the undertaking of specific work duties in the Junior School and as a member of the Administrative team under the oversight of the Principal's EA.

Relates to

Head of Junior School, Junior School Leadership Team, Junior School Teachers, College staff, student and parents.

Supervises

Nil

Remuneration

As provided by the Educational Services (Schools) General Staff Award 2010 and detailed in the Letter of Appointment.

Personal Attributes and Standards

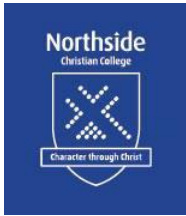
Every College employee must have a personal faith and commitment to Jesus Christ and is to be in regular fellowship and good standing with a local Christian church. Traditional Christian values must be lived out and exhibited daily.

The appointee must:

- be a regular attendee of a local Christian church and must ensure that he/she maintains a personal commitment to faith and belief in the Bible, consistent with the College's Statement of Faith
- demonstrate an acceptance of other people, be approachable and supportive of colleagues, building effective, professional staff relationships
- have the ability to accept authority and carry out directives
- have a willingness and commitment to know the organisation and support its mission and vision
- demonstrate a sincere commitment to the Principal and Senior Staff in the exercise of their roles.

Skills and Competencies

1. Relevant secretarial based experience coupled with outstanding people skills
2. Excellent computer and Microsoft Office skills
3. Excellent organisational and time management skills
4. Strong written and oral skills
5. Proficiency in all areas of general office administration
6. Ability to exercise a high degree of tact, diplomacy, confidentiality and discretion
7. Ability to work as part of a team
8. Ability to work independently with minimal supervision
9. Ability to demonstrate a Christian World View



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Responsibilities and Duties

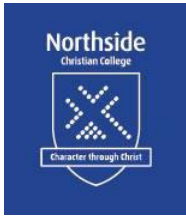
1. Handle all enquiries in a friendly and professional manner and action as necessary
2. Scheduling of Junior School appointments and interviews
3. Follow-up Junior School student class absences in the database, contact parents and appropriate teaching staff as required
4. Welcome visitors and ensure they are directed to the appropriate area and/or staff member
5. Sort and distribute all correspondence and deliveries
6. Document creation and modification using MS Office suite, database entry and management, scanning, filing and other duties
7. Take reasonable care for your own and others' hygiene, health and safety
8. Follow College Workplace Health and Safety policies and procedures
9. Perform other duties as may be nominated by the Head of Junior School or Principal's EA.

Standards

- All work will be performed in a professional manner, consistent with the high standard of the College.
- All information with and between clients should be handled discretely and confidentially.
- Procedures are to be followed as set out by the Head of Junior School, ensuring an up-to-date Procedures Manual is maintained.
- All work and documentation will be presented in a neat and accurate manner.
- Maintaining the office in a clean and tidy manner.
- Punctuality.
- Dress will be professional, neat and modest at all times.

Selection Criteria

1. Exemplary oral communication and interpersonal skills, including the ability to communicate effectively with a broad range of clients
 2. Proficiency in all areas of general office administration and reception
 3. Excellent organisational and time management skills
 4. Confident computer user with competency in MS Office. Database management experience would be an advantage
 5. Ability to exercise a high degree of tact, diplomacy, confidentiality and discretion
 6. Ability to work as part of a team
 7. Ability to work independently with minimal supervision
 8. Ability to demonstrate a Christian World View
 9. Ability to provide a current, written Pastor's Reference
 10. Subscribe to the College's Statement of Faith
 11. Subscribe to the College's Staff Lifestyle Requirement
 12. Evidence of holding a current Employee's 'Blue Card' (or willingness to apply)
- ** Please note that these criteria are not intended to be an exhaustive list. Other criteria may be used in the overall employment process.



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Role Specific Tasks (and Duties)

Secretarial Duties

- Welcoming of, and answering of enquiries from parents, students, staff and visitors
- Scheduling of appointments for Head of Junior School
- Telephone screening
- Production of Junior School Daily Notices
- Daily completion of absentee notices
- Correspondence as required by Head of Junior School
- Proofing and distribution of all letters and correspondence
- Discipline correspondence as required by Junior School Leadership
- Recording and production of certificates
- Production of Term Planners
- Staff Meeting administration as required
- Updating of procedures manuals/rosters/calendars/master files
- Undertake start-of-year preparations
- Facility bookings
- Photocopying/filing, archiving, general office duties
- Maintaining the Junior School administration office in a neat and tidy state

Student Related Duties

- Administration of students' database
- Delivery of student, parent and teacher messages
- Assisting students as required
- Maintenance of student files

Other Duties

- Undertake Professional Development (as directed)
- Other duties as directed by the Head of Junior School and/or Principal's EA.