



Position Description Administration Assistant

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1. Position Summary	1
2. Primary Objectives	1
3. Desired Professional and Interpersonal Criteria.....	1
4. Key Responsibilities and Duties	2
5. Other Duties and Tasks.....	2
6. Performance Appraisal	3

1. Position Summary

Position Title: Administration Assistant

Reports to: Office Manager

Desired Background: Experienced administration assistant / receptionist with high level data entry and typing skills and competency with the Microsoft Office suite. Familiarity with school data management systems (Synergetic and SEQTA) is also desirable. Ability to provide high level secretarial service to senior staff members.

2. Primary Objectives

- a. To support and maintain the Christian ethos of Oxley Christian College ("the College"), demonstrating a dynamic Christian faith and a unity of purpose and loyalty to all staff, and adhering to the policies and procedures of the College.
- b. Ability and willingness to be an effective member of the College Administration Team, providing excellent administration support to senior staff, teachers, students and their parents and guardians.
- c. To work within a multi-disciplinary Administration Team, in a very busy office environment, maintaining a personal appearance appropriate within the College setting and in accordance with the approved dress code.
- d. To establish and maintain good relationships with other Administration Team members, teachers and other staff, by recognising the contribution each member makes to the College.
- e. To demonstrate a high level of computer proficiency and accuracy, particularly using Microsoft programs, the internet, and student data administration software.

3. Desired Professional and Interpersonal Criteria

- a. Effective planning and development skills, including the ability to prioritise workload and manage competing demands.
- b. Sound problem solving skills and demonstrated attention to detail.
- c. Ability to work under pressure to meet deadlines.

- d. Ability to work autonomously (when required) and also to operate as a resourceful team member in a collaborative, inclusive manner.
- e. Working as an effective and supportive member of the Administration Team.
- f. Good written and verbal communication skills, as well as developed interpersonal skills.
- g. Capacity to operate with discretion, respect, trust, and discernment, while also maintaining absolute confidentiality.

4. Key Responsibilities and Duties

- a. Assisting and working collaboratively and effectively with the Office Manager and other Administration Team members, providing high level professional support to the Office Manager on numerous issues.
- b. Assisting the management of both the public and student reception area, attending to all enquiries, including answering incoming telephone calls and directing calls to the relevant persons or areas.
- c. Communicating effectively with persons of all ages and from a wide variety of cultural and economic backgrounds.
- d. Providing a typing and secretarial service, including formatting of assessments, assisting with the preparation of exams and general typing support.
- e. Distribution of mail, management of the print room, printing, and binding of documents, purchasing of stationary and maintaining stock.
- f. Printing and collating material for local publications, school prospectus brochures, overseas brochures, Open Day, etc.
- g. Assisting with the organisation of information sessions and other events.
- h. Using the College student and community data management systems.
- i. Processing payments from parents for school fees and liaising with the Accounts Receivable Officer.
- j. Attending meetings as required.
- k. Attending regular devotions with other administration staff.
- l. Supporting the College Administration Team, providing back-up assistance with Student Reception and Visitor Reception, and during leave of other administrative staff, under the direction of the Office Manager.
- m. Attending to various tasks – as detailed in Appendix A.
- n. Attending to other duties as directed by the Office Manager. (The staff member may be asked to fulfil a different function within the Administration Team environment, as required.)

5. Other Duties and Tasks

- Ad hoc tasks, as required
- Answering phones
- Assisting with the organisation of aspects of Open Day and Presentation Evening
- Checking the Duress System at the start of each term
- Collating RSVPs for formals
- Delivery of Home Group folders for Senior School teachers and distributing documents accordingly
- Delivery of mail to Chirnside Park Post Office (3.45pm)
- Distributing profile folders for Junior School

- Distributing Year Books at end of year
- Emptying the Junior School Home Group folders in the morning and distributing documents accordingly
- End of year medical info packs
- Exam formatting, printing, and bagging
- Facilitating Samaritans Purse Shoeboxes
- Junior School report collating and distribution
- Maintaining and updating spreadsheets for Parking Permits and Student Drivers
- Managing the Print Room – organising services, organising shredding bins, organising printer cartridge recycling
- NAPLAN distribution
- Organising Lost Property at the end of each term
- Printing and distributing the Vine newsletter (hard copy)
- Printing and packing information packs
- Printing Programs for sports events and Presentation Evening
- Printing requests from staff
- Processing back-to-school orders
- Processing requests from others (including furniture requests at times)
- Production of certificates
- Scanning of documents
- Sending Surface Pro packs to parents
- Sorting and distributing daily mail
- Staff Chronicles – ordering and distributing
- Staff Sport Uniform fittings and keeping track of stock
- Stationery ordering and maintaining appropriate levels of stock
- Student diaries
- Supporting Careers Coordinator – Job Search Day and Careers evening
- Updating and maintaining Emergency Management resources
- Updating and maintaining the notices for students on SEQTA
- Updating Class Size Sheets
- Updating Enrolments
- Updating One Note – which includes all information, instructions, guidelines for jobs required
- Updating pigeon-holes
- Work Experience processes and documentation
- Year 7 and Year 12 orientation

6. Performance Appraisal

Annual performance appraisal is carried out in conjunction with the Office Manager and Business Manager.