

POSITION DESCRIPTION

CLEMES OFFICE ADMINISTRATIVE SUPPORT



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| POSITION HOLDERS: | Job Share – part-time |
| SECTION: | Administration |
| POSITION REPORTS TO: | Deputy Head of Cledes |
| REPORTS TO POSITION: | Nil |
| CLASSIFICATION: | Level 4, The Friends' School (General Staff) Enterprise Agreement 2018 Level 2 First Aid Allowance |
| STUDENT CARE: | Yes |
| PERCENTAGE OF FULL-TIME: | 42.36% each - five days per fortnight during term time (or by negotiation) (This shared position includes five days before students return in Term 1 and two days after the last compulsory day for teaching staff in Term 4.) |
| REVIEW: | December 2021 |

PURPOSE

To efficiently and effectively provide administrative support to the Cledes Office Administrator, the Cledes Management Group and Cledes staff, students and parents.

PRIMARY DUTIES

- o Provide administrative support of more complex tasks to the Cledes Office Administrator, the Cledes Management Group and Cledes staff.
- o Assist with undertaking the daily attendance review of students and checking with families for any non-attendees.
- o Assist with the production of the Student Bulletin and updating of the Cledes information screens.
- o Provide first line assistance to ill or injured students and arrange appropriate medical assistance. Complete incident forms where applicable.
- o Maintain confidentiality of all student and staff information.
- o Respond to parent needs through direct enquiry and telephone, contact parents as required for specific student issues and liaise with other members of the School community and associated professional bodies.
- o Provide support in maintaining relevant computer systems, software, documents and communication with and for Cledes.

- o Actively support the Clemes Office Administrator in general operational issues within the Clemes Office.
- o Work collegially with the Clemes Office Administrator within the Clemes Office and support other offices in the School as required.
- o Undertake tasks for the Clemes Management Group and assist with the proof reading of documents.
- o Assist with problem solving of issues that happen on a day to day basis and respond appropriately.
- o Provide daily support to students and parents with a customer service focus.
- o Provide administrative support to Clemes staff by providing support, performing and maintaining the functions of the Clemes Office (not photocopying).
- o Help support with peak workload periods such as major mailings to parents and other special events.

DELEGATIONS

- o Nil

KEY RELATIONSHIPS

- o Clemes Management Group
- o Clemes teachers
- o Clemes office staff
- o Clemes students
- o Parents and wider School community
- o Teaching Assistants within Clemes
- o Maintenance & grounds staff

SELECTION CRITERIA

1. Relevant qualifications in business management, office administration and/ or equivalent experience.
2. Previous experience in an office environment.
3. Qualification and /or experience in providing first aid to students or ability to undertake these duties and gain qualifications.
4. Highly developed interpersonal, verbal, analytical and written communication skills when dealing with parents, staff, tasks and the public.
5. Good interpersonal skills in dealing with staff, parents & children.
6. Proven ability to exercise initiative, prioritise workload, work under minimal supervision and manage day-to-day work.
7. Highly motivated, well organised and flexible approach to work.
8. Proven ability to maintain confidentiality and understand the Privacy Act principles.
9. Demonstrated high level of computer literacy, using standard software packages for word processing, spreadsheets, database management and email.
10. The ability to work safely in an office environment and be fit to carry out the duties of the position.
11. Strong support for the ethos of The Friends' School.

CONDITIONS OF EMPLOYMENT

- o A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (General Staff) Enterprise Agreement 2018*.
- o General conditions of employment will be in accord with *The Friends' School (General Staff) Enterprise Agreement 2018* and *The Friends' School Staff Code of Conduct*.
- o Provision is made for Long Service Leave in accordance with the *Long Service Leave Act 1976*, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- o In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 9.5% employer superannuation contributions will be paid. However, the School offers staff appointed to permanent positions an employee superannuation plan that provides a range of employer funded benefits to participating employees, including 10.5% employer contributions.
- o Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- o All appointments are made subject to the provision of a satisfactory National Police Record Check. Any offer of appointment will become void should the Police Record Check present any concerns in respect to our Duty of Care to students and staff of the School. Current Working with Vulnerable People Registration (employment category) is also required.
- o It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- o In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
 - take reasonable care for your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and
 - comply, so far as you are reasonably able, with any reasonable instruction that is given by the School; and
 - cooperate with any reasonable policy or procedure, safe work instruction relating to health or safety at the School that has been notified to staff.
- o Fee concessions are available to assist staff in having their children educated at the School.
- o No cost use of the gym and pool at Friends Health & Fitness.
- o Corporate Health Insurance Plan through BUPA and St Luke's.
- o The Friends' School is an equal opportunity employer.

CONFIDENTIALITY

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from The School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: