

POSITION DESCRIPTION

MORRIS OFFICE ADMINISTRATION SUPPORT



POSITION HOLDER:	Vacant
SECTION:	Morris – Friends' Primary Years
POSITION REPORTS TO:	Head of Early Learning to Year 6
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Level 5, The Friends' School (General Staff) Enterprise Agreement 2018
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent
HOURS PER WEEK:	30 hours per week

PRIMARY DUTIES

- o Provide administrative support to the Head of School and Deputy Heads of School and Primary Years staff.
- o Provide first line assistance to ill or injured students and arrange appropriate medical assistance.
- 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 Maintain relevant computer systems, software, documents and communication with and for Morris Primary Years.
- o Actively contribute to day to day tasks and general operational issues within the Morris office.
- o Work collegially with the Office Administrator within the Morris Office.
- o Assist the Head of School with tracking the Morris budget - including ordering all stationery and other resources for Morris, processing invoices for payment, managing petty cash and staff reimbursement.
- o Book the annual Canberra school trip including all venues and flights.
- o Order flowers and food for functions and meetings.
- o Assist the Deputy Heads of Morris with entering data for Learning Records (including proof reading) and Assessments.
- o Book professional learning for staff (including flights and accommodation)

- o Undertake research for the Head of School on various topics and assist with proofreading of documents.

DELEGATIONS

- o Nil

KEY RELATIONSHIPS

- o Deputy Heads of School
- o Morris – Primary Years Teachers
- o Morris Office Administrator
- o Morris Staff
- o Morris Students
- o Parents and wider School community
- o Teaching Assistants
- o Maintenance and Grounds staff
- o Human Resources Manager
- o Risk & Compliance Manager

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 student or ability to undertake these duties and gain qualifications.
4. Highly developed interpersonal, verbal, analytical and written communication skills when dealing with parents, staff, children, tasks and the public.
5. Proven ability to exercise initiative, prioritise workload, work under minimal supervision and manage day-to-day work.
6. Highly motivated, well organised and flexible approach to work.
7. Proven ability to maintain confidentiality and understand the Privacy Act principles.
8. Demonstrated high level of computer literacy, using standard software packages for word processing, spreadsheets, database management and email.
9. The ability to work safely in a School environment and be fit to carry out the duties of the position.
10. Strong support for the Purpose and Concerns and ethos of The Friends' School.

CONFIDENTIALITY

Given the role of working in the Human Resource Office creates an environment where you will have access to highly confidential information 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: