

ROWING ADMINISTRATION OFFICER



POSITION HOLDER:	Vacant
SECTION:	Health Faculty
POSITION REPORTS TO:	Head of Rowing
REPORTS TO POSITION:	Nil
CLASSIFICATION:	Level 5, The Friends' School (General Staff) Enterprise Agreement 2018
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed Term - 6 Months
HOURS PER WEEK:	15 hours per week (flexible working hours)

PURPOSE

The Rowing Administration Officer will provide administration support to the Rowing Program during the peak workload periods of the rowing season, being September to March each year. Some out of hours' work may be required to attend meetings.

PRIMARY DUTIES

- Provide administration support to the Rowing Program as directed by the Head of Rowing
- Work with Rowing Tasmania to ensure all student rowers, coaches and staff have a current registration.
- Communicate effectively with coaches, crews, parents and the Head of Rowing.
- Develop and maintain the Friends' Rowing website and ensure it is kept up to date during the rowing season and / or during the year.
- Provide a key administrative support role to the parent fundraising committee by assisting with coordination of key activities and events.
- Provide assistance to the Head of Rowing in sending communications across the Rowing Program contacts via the SEQTA and Operoo programs, social media and other mediums.
- Assist the Head of Rowing with regatta entries ensuring all teams are entered in the required regatta events.
- Maintain confidentiality of all student and staff information.

- Work in a small team environment with the Head of Rowing and the Boatshed Officer to ensure the smooth and successful running of the Friends' Rowing Program.
- Assist with problem solving rowing issues that happen on a day-to-day basis across the rowing season.
- Promote a positive approach in the way the school implements the Friends' Rowing Program.
- Report confidentially to the Head of Rowing any student, pastoral or parent issues as they arise.

RELATIONSHIPS

- Head of Rowing
- Boat Shed Officer
- School Administration Office staff
- School Development Office staff

SELECTION CRITERIA

1. Experience in office administration and/or equivalent experience.
2. Highly developed interpersonal skills in dealing with students, staff, parents and key stakeholders to the Rowing Program.
3. Strong written and verbal communication skills.
4. Highly motivated and well organised with proven ability to work under minimal supervision.
5. Demonstrated high level of computer literacy in using software packages along with the use of social media, basic web maintenance and ability to manage and adapt to new systems.
6. Ability to work safely in an office/boatshed environment and be fit to carry out the duties of the position.
7. Strong support for the ethos of The Friends' School.

CONDITIONS OF EMPLOYMENT

- A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (General Staff) Enterprise Agreement 2018*.
- 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*.
- 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.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 10% 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 11% employer contributions.
- Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- 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.
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- 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.
- Fee concessions are available to assist staff in having their children educated at the school.
- No cost use of the gym and pool at Friends Health & Fitness.
- Corporate Health Insurance Plan through BUPA and St Lukes.
- The Friends' School is an equal opportunity employer.

C O N F I D E N T I A L I T Y

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: