

### **Administration Support Officer**

**Reports to:** Director of Business Services

**Type of Employment:** Casual

#### **About Shellharbour Anglican College**

Welcome to Shellharbour Anglican College and thank you for considering an application to join our dynamic and growing school. Following strong growth, Shellharbour Anglican College is seeking a dynamic casual administrator to join its experienced team.

Our College is a leading Christian Prep to Year 12 coeducational school, set on a spacious green campus just to the south of Wollongong. Founded in a region steeped in cultural history, our school has grown steadily and sustainably since first opening its doors in 2004, to over 900 students; and is still experiencing rapid growth with an increasing number of families wanting to join us, either now or in the future.

#### **Role Overview**

The Administrative Support Officer at the College plays a crucial role in supporting the efficient functioning of the College's administrative processes. This position is temporary and will be engaged on an as-needed basis to provide relief and support during peak periods, staff absences, or special projects.

#### **Key Areas of Responsibility**

Certain areas that you may be requested to work in:

##### **Reception**

- Be the first point of contact for students, staff, visitors attending the College and other administration offices.
- Answer incoming phone calls, transferring calls taking and or delivering messages as appropriate.
- Ensure all visitors to the College are signed in and are informed of the relevant College policies including the wearing of visitor tags and signing out when leaving.
- Respond to enquiries from students, parents/guardians, staff, and members of the general community in a welcoming, warm and friendly manner – in person, over the phone and via email.
- Process and receipt all deliveries and have all items distributed to the relevant areas of the College.

##### **Day to Day Administration**

- Prepare and manage roll satchels each day for roll call and monitor the student database system for inconsistencies related to the roll and/or student attendance.
- Undertake administrative tasks as directed by Director of Business Services and Heads of School, such as filing, photocopying, diary management, processing forms, typing, setting up for meetings etc.
- Keep reception areas clean and tidy in accordance with current Health Orders and College hygiene protocols/risk assessments.
- Provide assistance with the preparation of documents, reports and spreadsheets including proofreading, filing, photocopying, scanning, binding and laminating as required.
- Assist with the administration, organisation and set up of ICAS assessments.

- Prepare PowerPoint presentations and process awards and certificates for assemblies and other presentations.
- Provide administrative assistance for mail-outs, distribution of information as directed by Director of Business Services their delegate via the appropriate medium such as email, SMS, Broadcasts, noticeboards, and mail etc.
- Daily maintenance of the COLA TVs

### Stakeholders Services

- Treat and monitor all daily medical presentations for students and staff when the nurse is currently unavailable.
- Dispense daily and one-off individual student medications.
- Assist with the distribution of keys such as lift keys, bus keys, room keys as required and maintain a log of keys issued.
- Administer the lost property process for the College.
- Other duties as determined by the Principal or their delegate from time to time.

### Key Performance Indicators

- Demonstrate ability to participate as an active and collaborative member of a team, consistent with the philosophy and policies of the College.
- Excellent communication and interpersonal skills in liaising with a wide range of internal and external stakeholders
- Demonstrate ability to prioritise workloads and competing demands, to embrace change and respond to unexpected challenges at short notice.
- Approachable, friendly, and professional
- Provide quality customer service and a commitment to building strong customer relationships.
- Demonstrate experience and understanding of the need for continuation of both personal and professional development.
- Committed to meeting all legislative and organisational responsibilities and working in accordance with College policies and procedures.
- Correspondence and reports are prepared professionally, accurately and within agreed timeframes.
- Demonstrate high degree accuracy in processing of information and recording information in the student data base.
- Demonstrate a clear understanding of the importance of confidentiality and protecting privacy for students, staff, and families.
- Demonstrate initiative to solve problems and respond to changing conditions in a compassionate and professional manner.
- High level knowledge of Microsoft suite.

You will also be expected to complete other duties as directed by the Director Business Services or their delegate.

## **Child Safety**

Shellharbour Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy WWCC child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

## **WHS**

Shellharbour Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff are expected to adhere to and implement safe work practices and procedures in accordance with college policies and undertake annual WHS training.

## **Pay and Conditions**

Employment will be subject to the provisions of the Independent Schools NSW/ACT Standards Model (Support and Operational) Multi Enterprise Agreement 2021 or any industrial agreement that replaces that award.

