

POSITION DESCRIPTION

Position:	Assistant to Head of Senior College /VASS Co-ordinator
Reporting to:	Head of Senior College and Director of Administration
Department:	Senior College
Date:	January 2019

Primary Purpose

The Assistant to Head of Senior College /VASS Co-ordinator is responsible for responding to all enquiries to the Senior College, secretarial and administrative support for the Level Co-ordinators and to all other teaching staff in the Senior College. The Assistant to Head of Senior College is located at the Senior College Reception and is expected to display the School's vision, in relation to student welfare, public relations and customer service, in all dealings with both internal and external clients, external organisations and the School's various community groups.

Position in Context

The Assistant to Head of Senior College/VASS Co-ordinator is primarily responsible to the Head of Senior College and also has reporting line to the Director of Administration. This role is responsible for the provision of administrative and secretarial support to the Senior College with a functional responsibility to the Head of Senior College and Level Co-ordinators on a day-to-day basis.

Freedom to Act / Autonomy

It is the responsibility of the Assistant to Head of Senior College /VASS Co-ordinator to inform the Head of Senior College and Director of Administration or the Senior College Level Co-ordinators of all important enquiries and any potential issues that may arise in the course of the day. The Assistant to Head of Senior College /VASS Co-ordinator has a reasonable amount of autonomy in the day-to-day operations for administrative and secretarial procedures within Senior College.

Major Activities

1. Reception
2. Assist Senior College staff as required
3. General Administration
4. VCE/VASS/VET
5. Secretarial support to Head of Senior College

Major Duties and Responsibilities

1. **Reception**
 - Manage Senior College reception area and the absentee database
 - Attend to all enquiries from staff, students and parents of Senior College
 - Develop and update as required, a procedure manual for Senior College Reception and the role of VASS Co-ordinator
 - Liaise as necessary with maintenance staff
 - Maintain office supplies and stationery
 - Collect and distribute mail
 - Develop and maintain office systems including comprehensive file management systems
 - Ensure Senior College Reception is adequately covered during school holiday periods, and all work that needs to be completed has been accomplished prior to the end of term
 - Maintain a professional image at all times
 - Co-ordinator Leaders/Captains Blazer pockets for following year

2. Secretarial support to Senior College Staff

- Maintain Form Rolls, Student Absentee Reports and student infringement notices
- Preparation of Senior College student files, records and class lists
- Secretarial and administrative assistance for Senior College staff including typing of documents, letters, notices, memos, etc ensuring that all documents, publications etc; produced are in accordance with whole school standards and templates
- Attend Senior College meetings and briefings as requested, take minutes and distribute
- Typing of information booklets and Curriculum documents

3. General Administration

- Assist in coordinating all Senior College events including; Information Evenings, Parent/Teacher interviews, Camps/Conferences, Formals/Socials, Valedictory, Celebration Evening, Year 12 “hoodies”, jumpers etc, including preparing letters, venue, format of evening, billing and programs and any other administrative duties as directed by the staff of Senior College or the Head of Senior College or the Director of Administration.

4. VCE/VASS/VET

- Ensure a member of Tintern staff has been trained as back up VASS Co-ordinator.
- Co-ordinate and update details for VASS including subject selection, student enrolments, indicative grades and results
- Ensure all VCE enrolments are entered
- Distribute VCAA information
- Provide timely, relevant documentation for teachers for VASS input
- Regularly update the VASS system including transferring students and making changes to student details and subject selections
- Co-ordinate student enrolments, coursework papers and exam arrangements for students studying subjects outside school
- Organise the storage and distribution of exam papers before, during and after the exam period
- Rostering of Supervisors and clarifiers
- Co-ordinate seating plan for VCE exams
- Arrange the set up of examination rooms with stationery requirements, special arrangements and other needs
- Attend VASS upgrades as required
- General VASS, VET administration

5. Secretarial Support to the Head of Senior College

- Diary Management
- Type all documents relating to their requirements
- Co-ordinate requirements for Meetings ie; catering, agenda, room availability
- Arrange meetings for teaching staff as requested
- Other duties as requested

Direct reports

Nil

Contacts

Internal

Principal
Head of Senior College
Director of Administration
Senior College Staff
Students
Staff
Careers Counsellor
Maintenance Staff

External

Prospective Parents/Guardians and students
Other Regulatory Bodies

Competencies Required

Proven senior secretarial experience
Commitment to promoting School
Commitment to excellent customer service
Strong oral and written communication skills
Advanced computing skills in Microsoft Office, VASS and Synergetic
Minimum of Level 2 First Aid
Collaborative team member
Judgement/problem solving skills
Excellent organisational and time management skills
Enjoyment of and ability to relate to young people

Child Safety

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.

Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

OH&S

All employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others

TINTERN GRAMMAR

- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.