

POSITION DESCRIPTION

Position:	Assistant to Head of Secondary School
Reporting to:	Head of Secondary School and Director of
Department:	Administration
Date:	November 2021

Primary Purpose

The Assistant to the Head of Secondary School is responsible for responding to all enquiries for the Secondary School. The Secondary School is the Senior College and Middle School combined. This position will provide high level administrative support for the Level Co-ordinators and to all other teaching staff in the Secondary School. The Assistant to Head of Secondary School 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 Secondary School is primarily responsible to the Head of Secondary School and also has reporting line to the Director of Administration. This role is responsible for the provision of administrative support to the Secondary School with a functional responsibility to the Head of Secondary School and Level Co-ordinators on a day-to-day basis.

Freedom to Act / Autonomy

It is the responsibility of the Assistant to Head of Secondary School to inform the Head of Secondary School and Director of Administration or the Senior College and Middle 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 Secondary School has a reasonable amount of autonomy in the day-to-day operations for administrative procedures within Secondary School. The role will also work closely with the Middle School Coordinator.

Major Duties and Responsibilities:

Major Activities

1. Reception
2. Assist Senior College staff as required
3. Assist Middle School staff as required
4. General Administration
5. Support for VCE/VASS VET
6. Administrative support to Head of Secondary School

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 and Middle School
- Develop and update as required, a procedure manual for Senior College Reception
- 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
- Coordinate Leaders/Captains Blazer pockets for following year

2 Administrative 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
- High level administrative assistance for Secondary School 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 Secondary School meetings and briefings as requested, take minutes
- 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, Middle School or the Head of Secondary School or the Director of Administration.

4 VCE/VASS/VET

- Act as back up VASS Assistant
- Assist where required in the co-ordination and updating of details for VASS including subject selection, student enrolments, indicative grades and results
- Assist with the rostering of Supervisors and clarifiers
- Help coordinator the seating plan for VCE exams

5 Provide high level administrative support to the Head of Secondary School

- Diary management
- Type all documents relating to their requirements
- Coordinate requirements for Meetings i.e.; catering, agenda, room availability
- Arrange meetings for teaching staff as requested
- Other duties as requested

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Direct Reports

Nil

Key Contacts

Internal

Principal

Vice Principal

Assistant Principal

Head of Secondary

Director of Administration

Middle School Coordinator

Senior College Staff Students

Middle School Staff Students

Staff

Careers Counsellor

Maintenance Staff

External

Prospective parents/guardians and students

Other regulatory bodies

Competencies Required

- Proven senior office experience
- Commitment to promoting School
- Commitment to excellent customer service
- Strong oral and written communication skills
- Advanced computing skills in Microsoft Office and Database management
- Synergetic database an advantage
- 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
- Ability to work as a member of a team

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.

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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
- 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 OH&S Manager or 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.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein. Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

I have read and acknowledge the requirements of this position.

Signed..... Date.....