

POSITION DESCRIPTION

Position:	Assistant to the Heads of Junior School
Reporting to:	Heads of Tintern Junior School
Department:	Tintern Grammar Junior School
Date:	September 2019

Primary Purpose

The Assistant to the Heads of Junior School is responsible for responding to enquiries to the Junior School, provides administrative support for the Junior School Heads and carries out some Reception duties in the Tintern Grammar Administration Reception. The Assistant 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 the Heads of Junior School is responsible to the Heads of Junior Schools, for the provision of administrative, reception and secretarial support to the Junior School at Tintern Grammar.

Freedom to Act / Autonomy

It is the responsibility of the Assistant to the Heads of Junior School to inform the Heads of Junior School of all-important enquiries and any potential issues that may arise in the course of the day. The Assistant to the Heads of Junior School has a reasonable amount of autonomy in the day to day operations for administrative and secretarial procedures within Junior School.

Major Activities

1. Secretarial support to the Heads of Junior School
2. General Administration
3. Reception back up

Major Duties and Responsibilities for Junior School

1. Secretarial Support to Junior School

- Preparation of student files, records and class lists as required
- Secretarial support to the Heads
- Secretarial and administrative assistance for Junior School Staff including typing of documents, letters, notices, bus booking for excursions and incursions and distribution of Ed Smart forms etc.
- Coordinate the printing, collating, distribution and filing of student reports and updating templates in synergetic
- Coordinate Parent Teacher Interviews letters, synergetic entries, set up , catering etc., as required
- Attend meetings and briefings as requested to take minutes and distribute
- Preparation of Information Handbooks and Curriculum documents, as required
- Prepare Junior School News items for Aspectus
- Diary management and appointment booking for the Heads of Junior School
- Develop and maintain office systems including comprehensive file management systems that support the Heads
- Other duties as directed by Heads

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2. General Administration

- Assist with event management including venue, catering, programs, welcoming guests, car parking, function forms etc (some out of hours assistance may be required)
- Provide back-up first aid assistance for students as a designated First Aid Officer of Junior School
- Incoming and outgoing emails
- Support the employment of and arrangements for Casual Relief Staff including preparation of time sheets
- Coordinate purchase orders and stationery orders for Junior School
- Maintain and update the Working with Children Check register for the ELC and Junior School
- Co-ordinate and oversee GATEWAYS programs for the Junior School
- Coordinate arrangements for excursions, including bus bookings, EdSmart forms, risk managements, as required
- Prepare special promotional material e.g. congratulations postcards, thank you cards as required
- Answer incoming phone calls
- Phone parents as requested

3. Reception

- Manage Reception area in conjunction with the Junior School Receptionist, this includes issuing visitor passes to all visitors entering the School
- Prospective Parents – welcome, monitor, give assistance, coffee and tea etc.
- Welcome, sign in and seat visitors for collection by appropriate staff member (at times this may include distressed students / parents)
- Liaise as necessary with maintenance staff
- Develop and maintain office systems including comprehensive file management systems
- Other duties as directed by Heads of Junior School

Competencies Required

- Proven senior Assistant experience
- Commitment to promoting the School
- Excellent customer service
- Strong oral and written communication skills
- Advanced computing skills in Microsoft Office and databases (preferably Synergetic)
- Collaborative team member
- Judgement/problem solving skills
- Excellent organisational and time management skills
- Enjoyment of, and ability to relate to young people
- Level 2 First Aid Certificate preferable

Contacts

Internal

Principal

Vice Principals

Heads of Junior School

Property Staff

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External

Prospective Parents/Guardians and Students
Other Regulatory Bodies

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
- 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.....