

## POSITION DESCRIPTION

<b>Position:</b>	<b>Administration Assistant</b>
<b>Reporting to:</b>	<b>Facilities Manager</b>
<b>Department:</b>	<b>Facilities Services</b>
<b>Date:</b>	<b>March 2022</b>

### Primary Purpose

The primary purpose of this role is to undertake a wide variety of administrative duties within the Facilities Services Department.

The Administration Assistant ensures a safe and efficient environment for students, parents, staff, and visitors. They will demonstrate strong organizational and time management skills, with an ability to prioritize tasks, meet deadlines, work well under pressure and manage competing tasks with a high level of attention to detail. They are expected to display the School's vision, concerning student welfare, public relations, and customer service, in all dealings with both internal and external clients, external organizations, and the School's various community groups.

### Position in Context

As a member of a highly professional staff team, the Administration Assistant works collaboratively with the Facilities Services Team for the provision of a high standard of service to both internal and external stakeholders within the school on a day-to-day basis.

The Administration Assistant reports to the Facilities Manager, who reports to the Business Manager on all matters relating to the school.

### Major Activities

Provide administrative support to ensure efficient operation of the Facilities Services Department.

### Major Duties and Responsibilities

#### 1. Administrative support

- Provide administrative support to ensure Occupational Health and Safety documentation is constantly updated.
- Liaise with Calendar Manager and Function/Event Owner, and Community Groups regarding scheduling, changes, and resourcing of school functions and events.
- Receipt and management of function advice/forms and updates
- Liaison with cleaning company for allocation of extra cleaning as required
- Administration of the external facility hire functions including preparation of contracts, invoices and ensuring all paperwork has been received and filed
- Programming of security key and access systems
- Coordinate department meetings, including issuing notices of meetings, agenda, taking and distribution of meeting minutes and associated task allocation.
- Attendance of planning meetings with other internal stakeholders
- Maintain electronic filing system
- Assist in the preparation of regularly scheduled reports.
- Assist with contractor online induction program
- Assist with other tasks as required by the Assistant Facilities Manager or the Facilities Manager.
- Monitor email, and assign tasks in a timely manner.

## 2. Competencies Required

- Excellent communication, networking, and interpersonal skill, ability to build rapport with all internal and external stakeholders
- A passion for problem-solving and achieving common goals
- A keen sense of time management
- Ability to coordinate resources efficiently
- Strong verbal and written communication skills
- Accuracy and attention to details

## 3. Qualifications, Skills and Experience:

- Previous experience as Administration Assistant
- Proficiency in the Microsoft suite and the ability to learn new software programs efficiently.

### 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 by 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 that does not adversely affect their health and safety or that of others
- Co-operating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided concerning OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Facilities 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 authorization 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.....