



POSITION DESCRIPTION

Position: Administrative Assistant

Classification: ATO Level 3

Reports to: Senior Administrative Officer

Tenure: Ongoing

The Administrative Assistant reports to the Senior Administrative Officer. As a member of the Administrative Team, the Administrative Assistant carries out a support role to ensure the smooth running of the College office. The incumbent will handle a wide range of administrative tasks related to College operations and the teaching year, including clerical support, stationery stocks and maintenance of filing systems. The role will also be required to cover reception serving as a contact point for staff, students and parents.

The role will oversee the print room and undertake staff photocopying and printing of exam papers. The Administrative Assistant will be required to work flexibly and collaboratively with other administrative staff to ensure the delivery of effective and efficient administration services to meet the needs of the College.

KEY RELATIONSHIPS: Senior Administrative Officer, Administrative Office Team, Students, Parents, Public

The outline of this role is as follows:

1. MAIN RESPONSIBILITIES

- Provide administrative support to the Senior Administrative Officer
- Answer and direct phone calls, dealing with queries as appropriate
- Maintain contact lists and databases
- Help prepare correspondence, forms, reports, agendas etc.
- Develop and maintain filing systems
- Coordinate booking of College bus for excursions and camps
- Provide administrative support to teaching staff as needed
- Organise catering and refreshments for meetings
- Manage the supplies within the Principal's kitchen and ensure areas are well maintained
- Order office supplies and maintain inventory of stocks
- Arrange for repair and maintenance work as required
- Provide support to visitors
- Assist with planning and hands-on arrangements for events
- Other duties as required

2. SELECTION CRITERIA

Essential

- Model and maintain the Catholic and Mercy ethos and traditions of the College
- Relevant qualifications/ equivalent competency
- Communicate sensitively with staff, students, parents and public
- Ability to deal appropriately with problems and maintain confidentiality
- Ability to work collegially and efficiently as a member of a team
- Good written and verbal communication skills
- Good attention to detail
- Professional, polite and personable
- High level of computer skills in Microsoft Office Suite
- Some flexibility with working hours

Desirable

- Experience in Synergetic and SEQTA
- Experience in a comparable role
- Knowledge of electronic filing systems

3. TERMS OF EMPLOYMENT

- Salary to be annualised over the year based on weeks worked
- Working with Children Check (WWC) required
- National Criminal History Check (as issued by the Department of Education WA)

Date Reviewed: November 2021