

POSITION DESCRIPTION

POSITION TITLE	Administrative Support Officer (Reception and Professional Learning Suites)	
REPORTS TO	Manager – Compliance Officer	
MAIN PEOPLE INTERACTIONS	INTERNAL Administrative Support Officers Other AISWA employees	EXTERNAL Visitors Providers/Suppliers
POSITION PURPOSE	This position is a support role to the AISWA Receptionist and the Professional Learning Suites Coordinator in the provision of an initial welcoming and informative service to all AISWA member schools, visitors, staff, contractors and visitors. The role also includes the provision of efficient and confidential administration support.	
PURPOSE, AND VALUES, AND STATEMENT OF INTENT	<p>PURPOSE OF AISWA</p> <p>Supporting and serving our Independent Schools and their communities to be the best they can be.</p> <p>VALUES</p> <ul style="list-style-type: none"> ❖ Service ❖ Stewardship ❖ Equity <p>STATEMENT OF INTENT</p> <p>The provision of professional services and advice to promote excellence in Independent Schools, through:</p> <ul style="list-style-type: none"> • Effective representation and advocacy for the Independent School sector; • Promoting the independence of schools and protect their autonomy in ways that contribute to the diversity of educational options for students; • Maintaining strong relationships with the other education sectors and other education stakeholders; • Supporting schools in their mission through fostering sound leadership and good governance; and • Building partnerships between schools. 	
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively support AISWA’s Purpose and Statement of Intent; 2. Comply with AISWA’s values; 3. Comply with all Policies, Procedures and Codes; 4. Comply with all Health and Safety laws and AISWA procedures and actively contribute to maintaining a safe, healthy and hazard-free environment; and 5. Demonstrate: <ul style="list-style-type: none"> • energy, enthusiasm and drive; • self-awareness and consideration; • an ability to maintain confidentiality; • honesty and an outstanding work ethic; • loyalty to the role, people and AISWA; • commitment to continuous improvement; • a positive and proactive attitude; and • respect for self and others. 	

KEY POSITION RESPONSIBILITIES	TASK FOCUS AREAS
<p>Hours of duty</p>	<p>This role is initially part-time. Hours are 10.00am to 3.00pm Monday to Friday. There will be times when the role may increase to full-time to provide relief for staff on leave.</p>
	<p>Provide Front Office Reception Service</p> <ul style="list-style-type: none"> • Welcome visitors to AISWA, conduct sign-in procedures and assist with contact with the appropriate AISWA staff member, or direction to the appropriate meeting area. • Provide assistance and an informative response to telephone, email and counter enquires including redirection to the appropriate AISWA consultant, Admin Support officer or team member. • Order all consumables required by AISWA inclusive of stationery, cleaning consumables and staff amenity supplies. • Receive and distribute all incoming mail and deliveries. • Assist in the preparation of the Weekly Bulletin. • Maintain the AISWA staff room. • Provide administrative support to the Compliance Officer. <p>Support Professional Learning (PL) events and meetings in liaison with the Professional Suites Coordinator as required.</p> <ul style="list-style-type: none"> • Assist the PL Coordinator to manage and confirm upcoming booking requirements, liaising with event hosts/Administrative Support Officers at the planning stage to ensure that all event requirements are considered. • Assist the PL Coordinator in management of events on the day. • Greet participants/visitors upon arrival ensuring that all registration procedures are in place and adhered to. • Set up catering requirements for meetings and events as per event requirements. • Clean up of event facilities following lunch - dishes, restocking supplies. • Clean up at end of the day including coffee machines, tables cleared, blinds drawn, AV equipment turned off, all rooms tidy, and rubbish is appropriately disposed of. • Order and purchase supplies including milk, tea/coffee, muesli bars, kitchen requirements, etc. • Reciprocal lunch and tea break relief for the AISWA main reception Administrative Support Officer. • If required and practicable provide relief for other AISWA Administrative Support officers.
<p>Skills and Qualifications Required</p>	<ul style="list-style-type: none"> • Previous experience in a similar role. • Data entry and information management. • Proficiency with Microsoft Office software including Word, Publisher, Excel, PowerPoint, Outlook, and Microsoft Teams. • Strong organisational skills and ability to manage diverse workload within time constraints. • Excellent oral and written communication skills. • Excellent phone enquiry skills. • Ability to communicate with a wide variety of people. • Analytical and problem-solving skills. • Ability to work independently and as part of a team. • Attention to detail. <p>Other requirements</p> <ul style="list-style-type: none"> • Ability to maintain strict confidentiality. • Current 'C' Class drivers' licence and access to a licenced vehicle for work use as required. • Police Clearance and Working with Children Check (dependent on role).

Employment Information Collection Notice

1. In applying for this position, you will be providing AISWA with personal information. We can be contacted at PO Box 1817, Osborne Park DC WA 6916 or at 3/41 Walters Drive OSBORNE PARK WA 6017, by email at admin@ais.wa.edu.au or by phoning (08) 9441 1600.
2. If you provide us with personal information, for example, your legal name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file for a period of up to 60 days if your application is unsuccessful in case another position becomes available unless you advise us otherwise.
3. AISWA's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles (APP) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. The AISWA Privacy Policy can be viewed via: <http://www.ais.wa.edu.au/scripts/privacy.cfm>
4. We will not disclose this information to a third party without your written consent.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. AISWA may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, such as your Referees, we encourage you to inform them that you are disclosing that information to AISWA and why, that they can access that information if they wish, and that AISWA does not usually disclose the information to third parties.