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## **Role Description**

13 February 2018

# **Administrative Assistant**

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The Administrative Assistant will provide high-level administrative and organisational support.

## **Reporting Relationships**

The Administrative Assistant will initially work in the Admissions and Communications Department and report to the Director of Communications. At times s/he will also be directed by the Deputy Principal (e.g. when required to cover Reception duties) and ultimately by the Principal.

## **Hours of work**

This is a full time position 10:00 am- 4:00 pm. This is a new position so the contract will be for one year with the possibility of renewal at the end of the 12-month period.

## **Remuneration**

The position is classified as a Level 2 Clerical Officer on the MEA with a pro rata rate that equates to approximately \$30.87/hr.

## **Role Responsibilities**

The role encompasses a range of responsibilities that support high quality and timely administrative support including:

- Responding to telephone and email enquiries
- Data entry
- Maintaining contact lists and updating student details on the database
- Filing
- Co-ordinating interviews between Executive Staff and families
- Using templates to generate letters, labels etc.
- Coordinating and managing bulk mail outs
- Assisting in the organisation of events
- Relieving at Reception during busy periods (eg. recess and lunch).

## **Personal Attributes**

- High level organisational and planning skills
- Ability to multi-task in the busy and often unpredictable working environment of a secondary school where no two days are the same
- Ability to work independently
- Excellent telephone manner
- Confident use of written English
- A sensitive but confident approach in dealing with girls, staff and parents
- Outstanding work ethic and a willingness to work flexibly when required, for example in periods of staff absence
- Collegial attitude to work and a good sense of humour
- Initiative, perseverance, attention to detail
- Excellent knowledge of ICT, including but not limited to proficiency in the use of Outlook and Excel
- Ability to respond flexibly, calmly and authoritatively in unplanned and complex situations
- Ability and willingness to evaluate and critically reflect upon own professional practice
- Ability and willingness to contribute positively to the life of the School
- Ideally (but not essentially) experience in a similar working environment.
- The ability to use sound judgment when making decisions/ taking initiative.