POSİTİON STATEMENT

Administration Assistant – Teaching and Learning

PENRHOS COLLEGE PURPOSE

Penrhos College is a PK-12 day and boarding school for girls governed by a College Council appointed by the Uniting Church Synod of Western Australia. Our purpose is:

To inspire girls to become extraordinary women.

To inspire girls to become extraordinary women we are challenged to provide/be:

- Inspirational Staff
- Inspirational Student Experiences
- An Inspirational Environment
- An Inspirational and Enduring Community

The framework for achieving our purpose is a whole person model which engages the heart, mind, body and spirit of our students, staff, community and environment.

ROLE PURPOSE

To coordinate the College’s Secondary School Teacher Relief system as directed by the Dean of Teaching & Learning. To provide administrative support to the Dean of Teaching and Learning and Assistant Dean of Teaching and Learning.

RELATIONSHIPS

Reports to: Secondary Administration Manager
Dean of Teaching and Learning

Bodies – External: Universities
Practicum students
Relief Teachers
Professional learning organisations

Bodies – Internal: Principal
Dean & Assistant Dean Positions
KEY RESULT AREAS AND KEY RESPONSIBILITIES

KEY AREA: TEACHER RELIEF (Commencing at 7:15 am to 7:30 am)

- Responding in a timely manner to the notification of planned and unplanned staff absences.
- Liaising with the relevant staff including Teaching Staff, Heads of Departments and the Dean of Teaching & Learning to ensure an accurate and effective response.
- Appropriate allocation of internal staff or external relief teachers to meet the required need, with relevant consideration given to budget requirements.
- Ensuring all internal reliefs are distributed and applied fairly and equitably ensuring summary data is available to the Dean of Teaching & Learning.
- Administering the relief process through database management in Timetabler.
- Assisting the Dean of Teaching & Learning in the recruitment and induction of external relief staff via review Curriculum Vitae's for selection purposes and ensuring new relief staff are provided with appropriate induction information and orientation.
- Prepare payroll spreadsheets of absent staff and relief staff.

KEY AREA: ADMINISTRATION SUPPORT

- Provide administrative and secretarial support to the Dean of Teaching and Learning and the Assistant Dean of Teaching and Learning including maintaining diaries, undertaking confidential typing, editing documents, screening calls and visitors.
- Maintain the Teaching and Learning and Professional Learning Development and Growth sites on the College portal ensuring information is up to date and accurate.
- Maintain the Secondary School Staff Handbook ensuring information is up to date and accurate.
- Administration support to HoD’s (includes typing, ordering) or as directed by Dean of Teaching & Learning.
- Minutes of Academic Development & Review Committee.
- Holding and organizing PD sessions with teaching staff when/if required.
- Organizing the logistics and catering of parent events with teaching staff when/if required.
- Support the Secondary Administration team during periods of peak activity.
- Attendance at the Secondary School Administration team meetings.

KEY AREA: BOOKLISTS

- Facilitate the preparation of booklists through negotiation with Heads of Departments.
- Liaison with booksellers and parents.
- Establish timelines in conjunction with Teaching and Learning and Academic Administration staff.
- Ensure completed booklists are uploaded onto College Portal.
- Advising College community of booklist information, including second-hand book sale processes.

KEY AREA: PROFESSIONAL LEARNING DEVELOPMENT AND GROWTH (PLDG)

- Assist in the coordination and booking of Professional Development for staff as directed by the Principal, Dean of Teaching & Learning, Dean of Academic Administration, Dean of Pastoral Care.
• Manage PLDG calendar on the Portal, liaise with HR with regards to updating staff Synergetic records regarding Professional Development,
• Liaise with Human Resources and the Dean of Teaching and Learning to ensure probationary teacher documentation is organised and completed as per the timeline on the College portal.
• Liaise with universities in relation to practicum teachers as directed by Dean of Teaching & Learning

KEY AREA: SERVICE DELIVERY

• To provide a high level of service to all customers (internal or external and including students, staff, parents and general community members). This encompasses:-
  o Ensuring a friendly, helpful and professional demeanour at all times;
  o Creating positive and open communications to deliver the best possible outcome;
  o Ensuring systems and processes are optimised for efficiency and effectiveness whilst seeking ways to continuously improve how things are done;
  o Creating a reputation for reliability by fulfilling promises made;
  o Providing a timely response in all service delivery interactions;
  o Responding to a complaint as an opportunity for service improvement;
  o Taking ownership of a customer problem; follow it through to resolution, and follow-up to confirm the problem is resolved to their satisfaction.

• Demonstrate a flexible approach to role by undertaking other tasks to support all of the above.

KEY RESULT AREA: DUTY OF CARE

• To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

KEY RESULT AREA: PENRHOS COLLEGE CORE SHARED VALUES

• To actively promote and support the College’s values of Respect, Integrity, Empathy, Knowledge, Growth and Synergy.
• To undertake activities to maintain personal professional growth appropriate to you and the College’s needs.
• To work co-operatively and collaboratively as a member of a team.
• To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
• To support and promote the principles of equal opportunity to ensure due respect is provided to all.
• To demonstrate a flexible approach to your work by undertaking other tasks to support all of the above.
SELECTION CRITERIA

Qualifications:

Essential:
- Year 12 or equivalent English
- Secretarial training or equivalent relevant experience
- A current Working With Children check (WWC) and National Police Clearance

Experience:

Essential:
- Substantial experience in an administrative role involving coordination of technology driven administration systems and structures
- Experience in data management and manipulation including use of formula in MS Excel and data extraction to facilitate mail merges in MS Word

Desirable:
- Clerical experience within a school
- Familiarity with timetable, reporting and testing structures.
- Experience in the use of Synergetic database (or a database environment)
- Experience in the use of Office 365 including SharePoint and the Adobe Creative Suite

Skills/Attributes:

Essential:
- Ability and willingness to uphold and role model the College Values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy.
- Able to work independently and show initiative
- Able to work effectively under pressure and to manage several tasks concurrently
- Excellent interpersonal and communication skills.
- Excellent word processing, desktop publishing, spreadsheet and database skills
- Ability to maintain confidentiality
- Ability to take initiative
- Excellent interpersonal and communication skills
- Ability to work cooperatively and collaboratively as a member of a team
- Ability to foster and promote positive personal relationships with all stakeholders
- Demonstrated high level of accuracy and attention to detail
- Demonstrated flexible and motivated approach to work
- Good organisational ability and time management skills
- Excellent proof-reading skills

Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus

The duties in this position statement are subject to regular review and will result in the amendment to duties as required, as the duties change or emerge.