


SCHEDULE C

Position Title:	Administrative Assistant (High School)
Responsible to:	College Principal
Reports to:	Director of Curriculum & Director of Pastoral Care (7-12)
Location:	142 Highclere Ave, Punchbowl NSW 2196
Award:	NSW Catholic Independent Schools (Support Staff - Model C) Multi-Enterprise Agreement 2020
Classification:	School Support Staff - Level 2C (Averaged)

	ST CHARBEL'S COLLEGE
	ADMINISTRATIVE ASSISTANT (HIGH SCHOOL) ROLE STATEMENT

Role Purpose:

The Administrative Assistant (High School) supports the Principal and/or his delegates by working collaboratively in the delivery of a broad range of administrative services to support the College's educational mission. The role focuses primarily on providing an effective and professional interface between the College and parents/members of the general public, and providing administrative and clerical support to the College.

Key Accountabilities:

In supporting the College Principal, the Administration Assistant is expected to exercise:

1.0 College Ethos:

- Encouraging and supporting the growth of the Maronite Catholic culture of the College
- Collaborating in sustaining the traditions of the Lebanese Maronite Order within the College community
- Actively supporting significant College and Community events in the parish that are linked to the Mission of College
- Giving personal witness to Maronite Catholic values in carrying out their duties

2.0 ***College Community:***

- Promoting positive interpersonal relationships within the College, which reflect Gospel values.
- Promoting processes that encourage communication, consultation and teamwork within the College community.
- Providing support and loyalty to professional colleagues.
- Maintaining confidentiality in respect of all information relating to the College.
- Providing prompt and cheerful service within the College Administration Office.
- Exercising appropriate duty of care in dealing with members of the College community.
- Contributing to the provision of a spirit of welcome and hospitality to those who visit or contact the College.
- Supporting and attending College activities and special events.

3.0 ***High School Administrative duties:***

- Providing administrative and clerical support to the Director of Curriculum and Director of Pastoral Care (7-12) as required
- Providing administrative and clerical support to all Heads of Department and Pastoral Care Year Coordinators as required
- Being the central point of contact for all high school staff and student queries
- Provision of first aid to high school staff and students
- Effective operating of the College switchboard, including directing incoming telephone calls to appropriate staff, relaying messages where appropriate, and responding to telephone and email enquiries
- Coordination of staff stationary requests, including distribution of supplies
- Preparation of various student awards and certificates as required
- Preparation of letters and emails to be distributed to parents as required (e.g. notifying of key events, suspension letters, etc.)
- Assisting the Head of Sport with the coordination of Thursday sports activities
- Managing the careers appointment book and coordinating student appointments with the Careers Advisor
- Updating students NESA records as required
- Coordinating the distribution of school diaries in high school
- Delegating relevant daily work to the Student Office Assistant

4.0 **General Administrative Duties**

- Providing clerical and administrative support to members of the College Leadership and Executive Team when needed
- Following up with teaching staff to ensure rolls have been marked and are recorded within Sentral
- Collation of information for inclusion in the College's Newsletter
- Electronic dispatch of communication with parents/guardians
- Emailing, filing, scanning, photocopying and data entry duties
- Assisting/operating of the College's Print Room when required
- Working collaboratively with the Administration Team to respond appropriately to the needs of staff, students and parents
- Collaborating in the evaluation and development for relevant College policies and procedures
- Adhering to College policies and procedures in the exercise of his/her professional duties
- Carrying out administrative duties assigned to his/her role
- Receiving telephone calls
- Sorting and distributing student and staff correspondence
- Liaising regularly with the other members of staff
- Data entry
- Preparing PowerPoint Presentations or videos as required
- Collaborating with other members of the Executive and Leadership team regarding student movement to whole school events
- Liaising regularly with College Leadership in relation to support needs, rosters and general effectiveness of the operation of the College Administration Office
- Applying appropriate security to information and the communication of sensitive issues within the College Administration Office
- Assisting in the coordination of major events
- Modelling effective administrative practices in carrying out his/her duties
- Providing secretarial and clerical support for high school
- Providing First Aid to students and staff
- Preparing and posting the afternoon mail
- Preparing notes and correspondence for the Principal to sign
- Distribution of mail and notes
- Liaising with the Facilities Manager and appropriate staff in relation to the delivery of all goods and supplies ordered by the College
- Managing the dispatch and delivery of materials via couriers

- Filing student records and other documentation
- Undertaking other tasks and responsibilities, as requested by the College Principal and/or his delegates

5.0 **WHS**

Staff have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

The Administrative Assistant (High School) role will be subject to appraisal annually or at the end of each contract term.