

POSITION DESCRIPTION



Administrative Assistant

CLASSIFICATION Non-Teaching

EMPLOYMENT TYPE 0.6 EFT Part-time continuing position with occasional additional hours

OTHER BENEFITS Salary sacrificing options available

CONTACT FOR ENQUIRIES Dee Slatter
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Position Summary

The Administrative Assistant is directly responsible to the Office Manager for the day-to-day running of the Office Reception. The incumbent provides efficient and timely advice and customer service to the diverse range of enquiries that present at the Office Reception. The Administrative Assistant takes responsibility for ensuring that reception tasks are followed through to their completion or resolution.

Selection Criteria

Essential

- Demonstrated high level oral and written communication skills.
- Demonstrated a strong commitment to the ethos of Christian education
- Ability to prioritise workload, manage multiple tasks and be proactive.
- Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.
- Capacity to undertake routine support tasks across a range of functions in the office environment of a school
- Demonstrated ability to work in a team environment whilst maintaining confidentiality and respect.
- Highly developed interpersonal and communication skills together with exemplary personal values and qualities, and the ability to relate positively with all sections of the school community.

Desirable

- Demonstrated experience of accounting software packages

Special Requirements

- Hold a current satisfactory National Policy Check and Working With Children Check
- Demonstrate an active Christian Faith and abide by the College's Code of Conduct

POSITION DESCRIPTION



- Adhere to and assist with the implementation of safe work practices and procedures in accordance with the Kerang Christian College policies
- Hold a current Level 2 First Aid Certificate

Key Responsibilities

Tasks may include but are not limited to:

1. General Administration

- Screen and forward phone calls and messages to the appropriate people
- Welcome visitors and guests and direct appropriately
- Assist in arranging hospitality as needed and maintaining the kitchen/catering and cleaning stock supplies
- Collect and distribute mail to staff
- Maintain paper and electronic filing systems
- Coordinate the collation, production and distribution of the College Newsletter
- Assist staff with stationery orders
- Provide backup support to other office staff as appropriate and complete any other duties as required in order to maintain a high level of service.

2. Student Administration

- Ensure all attendance records are entered into the student administration system
- Contact parents regarding absences and attendance issues
- Enter and maintain contact details in the student administration system and finance system
- Follow-up communication and permission forms with parents and guardians
- Ensure class rolls are updated and maintained as required
- Distribute student messages
- Attend to student First Aid needs

3. Finance

- Receipt all payments made at reception, including balancing till and banking
- Enter all invoices for payment in finance system
- Raise invoices and distribute for payment as required

4. Uniform Shop

- Maintain overall order and cleanliness of uniform stock
- Assist Parents and Students with uniform selection
- Assist with the Uniform Shop stock take