

POSITION DESCRIPTION

	Effective Date:	2025
POSITION TITLE:	Administration Assistant - Wellbeing	
REPORTS TO:	Director of Wellbeing (Years 7 to 12)	
EXPERIENCE AND QUALIFICATIONS:	<p>1. Relevant technical expertise, including:</p> <ul style="list-style-type: none"> • Certificate III in Business/Diploma or relevant qualification is desirable. • Practical application in computerised systems and databases. • Superior proficiency in administrative practices and procedures. • Well-developed research and data gathering skills. <p>2. Work Attributes / Mindset</p> <ul style="list-style-type: none"> • Demonstrated flexible approach to the role with the ability to multitask and problem solve in a dynamic fast-paced environment. • Ability to work both independently and collaboratively as part of a team. • Proven organisational skills with the ability to undertake computer related administrative duties. • High degree of initiative and enthusiasm. • Ability to work under pressure whilst maintaining a calm demeanour and sense of humour. <p>3. Communication and Interpersonal</p> <ul style="list-style-type: none"> • Excellent communication skills (written, verbal, interpersonal) and customer service. • Ability to deal with confidential material with integrity. • Willingness to uphold the ethos and values of the School. 	
SELECTION CRITERIA	<ul style="list-style-type: none"> • Demonstrated experience in providing quality administrative support in a complex and fast paced environment. • Ability to foster and promote positive personal relationships with all stakeholders. • Highly developed interpersonal and communication skills. • Ability to be flexible and willing to adapt to new and changing situations in technology, staffing and policies. • Highly developed organisational skills and a demonstrated ability to meet deadlines. • Ability to work autonomously and demonstrate initiative, drive, integrity, loyalty and a strong sense of professionalism. • A high level of proficiency in a range of administrative and technology skills including word processing, excel spreadsheets, databases and email. • A demonstrated ability to maintain strict confidentiality. • Understanding of the education or not for profit sector in a senior administrative role would be considered advantageous. 	
POSITION PURPOSE:		
<p>To provide high-level and confidential support for student administration activities in the Senior School and undertake administrative support for members of the Wellbeing Leadership Team as directed by the Director of Wellbeing (Years 7 to 12).</p>		
KEY RESPONSIBILITIES:		
<p>Student Services</p> <ul style="list-style-type: none"> ➤ Act as first point of contact for parent, teacher and student enquiries, ensuring enquiries are managed and, when required, directed appropriately. ➤ Maintain a professional level of communication when handling enquiries, be it in person or via telephone calls and execute appropriate communication skills in all situations. ➤ Undertake effective and timely activities associated with Senior School Absentees to ensure the School meets its compliance and statutory requirements and responds proactively to patterns of student absenteeism. 		

	Effective Date:	June 2024
POSITION TITLE:	Administration Assistant - Wellbeing	

School Events / Student Activities

- Ensure efficient organisational structures and systems are in place to facilitate the co-ordination of wellbeing, excursions, camps / tours and co-curricular activities.
- Maintain a thorough knowledge of and assist in preparing for Senior School events, ceremonies and activities including assemblies and Chapels, orientation programs, parent information evenings, year group socials, Year 12 Final Week / Valedictory, Presentation Night etc.
- Provide administrative support for activities associated with the School's student leadership processes.
- Manage the start and end of year processes relevant to student administration.
- Manage the allocation of buses across the whole of the School in accordance with the School's processes and practices.
- Maintain a thorough knowledge of the School's excursion processes and practices to ensure that administrative requirements for excursion, camp and tour activities are completed to the appropriate standard and within the required deadlines.
- Act as the conduit between the School, parents and external providers for camp and tour activities, ensuring that required documentation is in order, accurate and available within the timelines given for each activity.

Student Administration

- Provide administrative support for processes relating to new students.
- Co-ordinate and administer the point of sale and stock levels of ancillary items such as uniform items, student Smart Riders, bus tickets, special events monetary contributions, badges etc.
- Manage the School's student lost property process.
- Update and maintain accurate student records in the School's database and ensure that Senior School student files are well maintained.

General duties

- Undertake administrative and other duties as required to ensure the successful delivery of service from the Wellbeing Leadership Team.
- Support when required additional administrative roles within the Senior School (including School Reception).
- Any duties required by the Director of Wellbeing (Years 7 to 12) on a regular or ad hoc basis.

Workplace Health and Safety

- Ensure at all times that duties undertaken are compliant with all laws, acts, regulations and internal policies and procedures.
- Demonstrate a commitment to workplace health and safety and report all hazards and incidents that the individual is party too or observes, in the correct manner and in accordance with policy.

HOURS OF WORK

Term

This is a full-time position with four (4) weeks annual leave deemed to be taken during the School holiday period.

Hours of work

Generally, Perth College business operating hours fall between 8.00 am and 5.00 pm.

During term time the hours of work are nominally 8.00 am to 4.00 pm Monday to Friday.

Some flexibility of hours will be required to facilitate effective input and involvement in the full scope of this position at Perth College.