



## MINARET COLLEGE - POSITION DESCRIPTION

**POSITION:** Administration Assistant - Secondary

**RESPONSIBLE TO:** Executive Manager Operations

**POSITION STATUS:** Fulltime, Ongoing

**NAME:**

**PRIMARY FOCUS:**

The Administration Assistant - Secondary reports directly to the Head of Campus and is responsible to him/her for the management of all administration matters related to the operation of the secondary school in Springvale Campus.

**The core accountabilities of the Administration Assistant - Secondary are:**

- Administrative support to the Head of Campus and Team Leaders,
- Multi-tasking.

### MISSION, VISION & VALUES

The College aims to provide high quality kindergarten, primary and secondary education which incorporates the ethos and values of Islam in the Australian context.

The vision of Minaret College is to produce a healthy Australian Muslim identity sincere to its traditions and committed to excellence, productive citizenship and compassionate service to all humanity.

### KEY DUTIES & RESPONSIBILITIES:

#### Administration Duties:

- Administering early release of students at the request of parents or guardians;
- Delivering messages to students;
- Opening laptop trolleys – for lessons (Years 10 – 12) based on teachers booking on intranet (Daily);
- Compiling information for the staff bulletin and preparing the template for the relevant team leaders;
- Preparing student certificates for the secondary school;
- Drafting letters to parents;
- Uploading curriculum planners/resources on the intranet;
- Preparing survey monkey for important event as requested;
- Providing admin assistance for data entry on the School Edge Program;
- Preparing VCE Holiday Classes timetable;

- Keeping a record of student assessment progress;
- Assisting the main office to distribute the newsletter to the form teachers/level coordinators;
- Providing Combinations locks to students and keeping a record of the serial and combination number;
- Preparing VCE seating arrangement list for VCE examinations;
- Assisting in school events such as parent teacher interviews, graduation nights etc.;
- Monitoring student attendance;
- Assisting Head of School to rectify errors in report printing;
- Maintaining the general filing system and filing correspondence;
- Providing word processing and clerical support.

#### **Office support for Operations team:**

- Provide administrative support to the Academic team as and when requested. This will include word processing of reports, correspondence documentation etc and support service functions;
- Assist in maintaining a central electronic filing system for all records;
- Assist in the hard filing of correspondence of all projects for filing system in a timely manner;
- Bulk printing;
- Stationary orders.

#### **Other duties and services:**

- To assist other members of the office, as directed;
- To attend to open days, fete and other functions on weekends or after school hours;
- To attend to other duties delegated by the Head of Campus.

This position requires Statutory Declaration on child safe standards.

#### **Health and Safety: All staff is expected to:**

- Adhere to, and implement, safe work practices and procedures in accordance with Minaret policies for: Occupational Health & Safety, Workplace Health & Safety and Manual Handling.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others within area of responsibility.
- Participate when required in the resolution of safety issues.

#### **KEY PERSONAL ATTRIBUTES**

- Strong administrative skills and qualities;
- Thorough knowledge of prescribed College Board policies and procedures.
- Ability to work as part of a team and independently.
- Self-motivation and the ability to motivate others.
- High-level interpersonal skills and proven ability to work collaboratively.
- Well-developed skills of time management and organisation.
- Commitment to achieving best practice.
- Ability to work under pressure and to deadlines.
- Punctual and flexible.
- Ability to maintain confidentiality.
- Ability to show initiative and to be proactive and positive.
- High level written and verbal communications skills

**QUALIFICATIONS & EXPERIENCE:**

- Post-secondary qualification in Office Administration and extensive experience working with all aspects of office and administrative operations in a multi-disciplinary environment;
- Considerable years of administrative and educational services experience;
- Extensive experience in the service desk and reception skills.

**KEY SELECTION CRITERIA:****ESSENTIAL**

1. Demonstrated skills in working with and knowledge of Microsoft Office programmes including Word, Excel and Outlook.
2. Excellent word processing skills.
3. Able to operate effectively in a team, contributing positively to team operations and working relationships
4. Sound oral and written communication skills
5. Strong organisational and time management skills
6. Minimum of 2 years experience in a similar role
7. Post-secondary qualification in Office Administration

**DESIRABLE**

8. Experience in educational services