

POSITION DESCRIPTION

Administrative Assistant - Senior School



Role Description:

The Senior School Student Services centre has a Year 7 to 12 focus and the Administrative Assistant to the Senior School is actively involved in the efficient operations of the Senior School including providing administrative support to the Senior School.

Strong IT skills are mandatory in order to successfully complete the responsibilities attached to this role. The role requires a high degree of proficiency in Word, Excel, Outlook, Adobe Acrobat, PowerPoint, Google docs.

Knowledge of Synergetic database management would be an advantage.

As the Administrative Assistant deals directly with students, parents and staff on a daily basis, it is essential that the person demonstrates a warm, professional telephone manner and a friendly, patient, customer-facing manner.

The role is full time from 8am - 4pm (30 minute lunch break). The incumbent is required to work Monday to Friday for 42 weeks of the year (which includes School term time).

Reporting to:

- Deputy Principal and Head of Senior School

Key Contacts:

- Executive Assistant to the Deputy Principal and Head of Senior School
Assistant Principal – Learning and Innovation
- Director of Senior School Operations
- Coordinator of Senior School Operations
- Teachers
- Students
- Parents
- Business Manager
- Administration Manager

Location:

- Armadale Campus

Lauriston Girls' School's five core values:

- Relationships
- Courage
- Creativity
- Intellectual Curiosity
- Engagement in Life

Key Responsibilities:

Student Attendance

- Electronic upkeep of student rolls in a timely manner
- Ensure student sign in/sign out procedures are followed
- Contact parents regarding student attendance and absences (SMS, email, phone as required)

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- Maintain student attendance data for Deputy Principal Head of Senior School and School regulatory purposes

Start of Year preparation

- Update Student information prior to commencement of the School year including:
 - Tutor groups in Synergetic
 - Student monitoring cycles
 - Roll over Synergetic information about students
- Ensure staff information updated prior to the commencement of the School year
 - Update staff pigeonholes
 - Update staff email distribution lists
 - Staff contact books

Student data entry

- Entry and update of student data after enrolment has been completed and in those years the student is enrolled at the School
- Data entry examples include, but are not limited to: House placements, flagging of IB/ VCE, timetable codes, NAPLAN data, VCE and IB results, discipline

Student Information

- Update and release twice per term Student Monitoring (Synergetic) to staff
- Collect and update student information using the School's electronic database (Synergetic) as required

Student Services

- Develop the weekly schedule for Student Consequences in conjunction with the Deputy Principal – Wellbeing / Head of Senior School
- Ensure prompt dissemination of information to students
- Allocation and maintenance of the register of student lockers
- Management of student lost property
- Management of student noticeboards in Senior School Student Services
- Weekly Senior School item preparation for the School Newsletter, in conjunction with the Deputy Principal/Head of Senior School

Administrative Support

The Senior School Administrative Assistant will be required to share responsibilities when needed and these include:

- Reception duties in Senior School Student Services - greeting parents and students and providing information
- From time to time, the incumbent in this role may be required to assist the Executive Assistant to the Deputy Principal Head of Senior School with:
 - Administrative support in the updating of student awards, including Colours, Pockets, Academic and General Distinction certificates

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- Provision of administrative support to the Deputy Principal Head of Senior School, including word processing, preparation of letters, notices, agendas and documents
- Provision of administrative support to the House Co-ordinators and Year Level Co-ordinators
- Assist with storage, access and appropriate disposal of student records, class rolls etc in conjunction with the Business Manager and Archivist
- Assist with printing awards and certificates as required
- Reception relief as required
- Provide assistance with the set-up and operation of Senior School events such as, but not limited to, Parent Teacher Interviews, Assemblies, guest speakers, orientation and transition events and year level activities.

Support to the Careers Coordinator

- Data input for the Work Experience program
- Preparing letters and other information regarding the Work Experience program
- Preparing student information packs about Work Experience
- Assisting with the administration involved in the Year 10 Career Readiness program.

First Aid

- Provision of First Aid when the School Nurse is not in attendance in the Health Centre. The incumbent will be qualified as a Level 2 First Aid.

Other

- Liaise with affiliated parent groups
- Participation in staff meetings as required
- Perform other duties as may be required from time to time

Communication:

- Liaise with students, staff, parents and the community regarding issues communicated to the Deputy Principal in a calm and professional manner
- Build and sustain positive relationships with staff, parents and students

Child Safe Standards:

Lauriston Girls' School has zero tolerance for child abuse. Everyone working at Lauriston Girls' School is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Familiarise themselves with the relevant laws, Code of Conduct and Lauriston Girls' School's policies and procedures in relation to child protection, and comply with all requirements;
- Read and formally acknowledge their acceptance of the school's Code of Conduct for staff;
- Take all reasonable steps to protect children from abuse;
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate;
- Teachers and nurses fulfil their obligations as mandatory reporters;

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- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate);
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds;
- Promote the safety, participation and empowerment of children with a disability;
- Provide an environment that is supportive of all children's emotional and physical safety.

Child Protection Training

Lauriston Girls' School has developed a Child Protection Training program that has been designed to assist staff with the knowledge and skills required to respond appropriately to issues of child protection. Your on-going employment is subject to you completing the Lauriston Girls' School Child Protection training program.

Final Statement:

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, and the Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.