



Administrative Assistant (Junior and Senior School)

Oran Park Anglican College is a co-educational College catering for 700 students Prep –Year 12 in 2019. The College is seeking a motivated, well presented, reliable, vibrant and professional person to join our administration team. Applicants must be able to support the College’s Christian values and have a high level of comfort with change, be open to engage in a variety of tasks, be flexible and willing to be involved in a range of activities.

Primary Purpose

The Administrative Assistant will work with all staff to support the day to day welfare and curriculum operations in both Junior and Senior Schools.

Essential Criteria

The successful applicant must have a happy and welcoming disposition with the ability to provide superior administrative support. Essential criteria for this role include;

- Excellent time management and organisational skills.
- Demonstrated high-level computer skill and literacy, with a comprehensive knowledge of computer packages including Microsoft Office - Word, Excel and Outlook.
- Flexibility and adaptability to succeed in a busy and fast paced school office environment.
- Excellent interpersonal and written and verbal communication skills and experience to adapt people style and approach as appropriate.
- Senior First Aid qualification and experience.
- Be a committed Christian and active member of a church.

Desirable criteria

- *Previous experience in school administration or support role*
- *Experience using a corporate database for example Edumate*

Vision

To be a vibrant learning community where every member is valued, high standards of character, behaviour and relationships are set and Christ is honoured

Mission

To grow and nurture Excellence, Wisdom and Service

Major Responsibilities

The Administrative Assistant is responsible to the Principal through the Executive Assistant. This is a job share position and requires the ability and willingness to work collaboratively with the other Administrative Assistant (Junior and Senior School) who works in the role on Tuesday, Wednesday and Thursday. They are also a member of the administration team for professional development purposes and may be required to support other administration projects and events. Duties will include but are not limited to the following:

- Provide administration support for the student reception.
- Answer incoming telephone calls, transfer to relevant staff member or take message as required.
- Excursion and camp bookings.
- Implementing and following event booking procedures.
- Organising and managing welfare system records.
- Assistance with welfare related communication between the College and parents.
- Processing of and administration of assessment non-completion and letters and requests.
- Inputting and maintaining the Edumate data system including student records, parent contact information, medical records, learning records, student reports and awards.
- Maintaining the College calendar and events on Edumate.
- Oversee the administration of student reports.
- Assist in the organising of the Parent-Teacher Night - booking codes, parent letters when required.
- Provide clerical assistance such as photocopying, binding, laminating when required.
- Support the College Nurse and provide first aid treatment to the College community.
- Work collaboratively with other staff to promote the College's values: courage, curiosity, craftsmanship, collaboration and compassion.
- Other administrative duties as directed.

Status

Temporary (up to 12 months) - Maternity Leave
Part Time (0.4 – Monday and Friday)

Hours Required

Term Time – 8.00 am to 4.00 pm

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Commencement Date

25 January, 2019

Submitting an application

Applications will only be considered if the relevant application form and Working With Children Check is completed and disclosed on your application.

The "Application for employment – Support staff" form and link to the relevant Working With Children Check can found under the "Employment" tab of our website, www.opac.nsw.edu.au

Application closing date

Applications will be considered as received, please submit your application for the position as soon as possible and no later than **19 November 2018**.

Please forward your application marked "Private and Confidential" to:

Mrs Naomi Wilkins
Principal
Oran Park Anglican College

Email: employment@opac.nsw.edu.au (as one PDF)

Website: www.opac.nsw.edu.au

Address: 60 Central Ave, ORAN PARK NSW 2570

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