



Administrative Assistant (Parent Reception)

Oran Park Anglican College is a co-educational College catering for over 700 students Prep – Year 12 in 2019. The College is seeking a motivated, well presented, reliable 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 is the first point of contact for all visitors and families of the College and provides clerical support to the administration and finance team.

Essential Criteria

The successful applicant must have the ability to work in a dynamic school office environment to provide reception and clerical support. Essential criteria for this role include;

- Strong interpersonal and customer service skills
- Maintain a well-groomed and business like appearance
- Ability to communicate at all levels and work well under pressure
- Solid levels of computer literacy and a good level of proficiency in the use of Microsoft Office including strong numerical, keyboard and data entry skills
- Excellent attention to detail
- Demonstrated organisational skills and the ability to prioritise and multi-task in a fast paced school office environment
- Ability to deal with confidential information in a sensitive and professional manner
- Customer service and administration experience
- Self-motivated with the ability to work within a team and/or autonomously.
- Work collaboratively, establishing rapport and maintaining effective working relationships with students, parents and staff of the College community
- Be a committed Christian and active member of a church.

Desirable criteria

- *Experience using a corporate database system eg. 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. Duties will include but are not limited to the following:

- Create a positive, friendly, enduring impression when greeting and assisting all visitors, contractors, parents and volunteers arriving at the College
- Responding to all telephone enquiries in a friendly and helpful manner, re-direct enquiries and/or take appropriate follow-up action.
- Ensuring all visitors are accounted for whilst on the premises with appropriate name tags and Working with Children clearances
- Responsible for mail, including incoming email and packages and their distribution.
- Sign in/out students outside of normal start and finish times
- Some purchase ordering and checking deliveries
- Preparation of fortnightly casual timesheets for processing by The Anglican Schools Corporation
- Assisting with enrolment procedures including data entry
- Attend College functions as required with notice
- As part of the wider Administration team, assist when necessary with administrative tasks
- Work collaboratively with other staff to promote the College's values: courage, curiosity, craftsmanship, collaboration and compassion.

Status Permanent Full time (Annual)

Hours Required 8am – 4pm

Commencement Date 25 January, 2019 (or as soon as possible after this date)

Applications close when position filled

Submitting an application

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

The "Application for employment – Support staff" form and link to the relevant Working With Children Check can be found under the "Employment" tab of our website.

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

Mrs Naomi Wilkins
Principal
Oran Park Anglican College

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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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