

MISSION STATEMENT

Newman College is a Catholic School educating in the Marist Tradition which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an educational environment where they feel welcomed, accepted and valued.

ROLE DESCRIPTION

INSTRUCTIONS

1. Read the Role Description carefully.
 2. If you need anything clarified, ask the Vice Principal or HR.
 3. A copy of this Role Description is located on the Staff Intranet.
- Please note: As the needs of the College evolve your Role Description may need to be revised. This would occur in collaboration between you and the Vice Principal.

NAME			
ROLE TITLE	Administration Assistant PK - 2		
ACCOUNTABLE TO	Vice Principal		
DIRECTION FROM	Head of Primary through the Leader of Wellbeing Early Childhood		
DEPARTMENT	Administration		
MAIN PEOPLE INTERACTIONS	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> INTERNAL Students Teachers Support / Administration Staff </td> <td style="width: 50%; vertical-align: top;"> EXTERNAL Parents Suppliers and Service Providers Other Visitors to the College </td> </tr> </table>	INTERNAL Students Teachers Support / Administration Staff	EXTERNAL Parents Suppliers and Service Providers Other Visitors to the College
INTERNAL Students Teachers Support / Administration Staff	EXTERNAL Parents Suppliers and Service Providers Other Visitors to the College		
ROLE PURPOSE	Contributes to the smooth operation and harmonious setting of the PK – 2 Reception area in providing essential services to the students, parents and staff of the College.		
EXPECTED BEHAVIOURS AND ATTITUDES	<ol style="list-style-type: none"> 1. Actively works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College; 2. Actively supports the Marist Association of Saint Marcellin Champagnat; 3. Actively promotes the College's Evangelisation Plan; 4. Actively supports a child safety culture, with a zero tolerance for child abuse; 5. Complies with: <ul style="list-style-type: none"> ▪ Marist Schools Australia Policy Statements. ▪ Catholic Education Commission of Western Australia Policy Statements. ▪ Newman College Policy Statements, Procedures and Code of Conduct for Staff; 6. Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment; 7. Maintains open communication and works collaboratively with others within Student Services and Student Administration to foster teamwork and morale; 8. Maintains a commitment to continuously improve services and pursue excellence; 9. Seeks opportunities for professional development. 		

KEY ROLE RESPONSIBILITIES (TASK FOCUS AREAS TO BE DEMONSTRATED)

<p>ACTIVELY SUPPORT COLLEGE OPERATIONS</p>	<ul style="list-style-type: none"> ▪ Compliance with all relevant legislative and regulatory obligations. ▪ Completion of administrative and operational activities in alignment with College requirements. ▪ A willingness to undertake tasks as requested by the Principal or their delegate. ▪ Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.
<p>PK – 2 RECEPTION</p>	<ul style="list-style-type: none"> ▪ Welcome and assist all visitors to the PK - 2 Reception. ▪ Allocate visitors passes as required. ▪ Seek out and remain up to date on all PK - 2 activities so that queries may be answered knowledgeably. ▪ Receive incoming telephone calls and provide information as appropriate and/or screen and direct caller. ▪ Manage and coordinate all aspects of incoming and outgoing mail. ▪ Manage and coordinate the booking of buses for the PK – 2 Campus. ▪ Distribute preliminary enrolment information to prospective families. ▪ Handle lost property – in and out. ▪ Manage and coordinate office equipment maintenance and repairs. ▪ Maintain Administration stationery stock and order as required. ▪ Maintain PK - 2 Campus key register. ▪ Liaise with College Facilities Manager re maintenance and repair of Campus Facilities.
<p>ADMINISTRATION SUPPORT PK - 2</p>	<ul style="list-style-type: none"> ▪ Upload student concerns, observations or communications regarding a student’s welfare on to SEQTA as directed by the Head of Primary or Leader of Wellbeing Primary. ▪ Upload Kindy screening data to SEQTA. ▪ Manage SEQTA notices, passwords and logins. ▪ Update Primary Intranet as required. ▪ Provide information regarding PK - 2 matters for the College newsletter. ▪ Complete Staff Weekly Report of Staff Leave, Staff Additional hours and Casual Staff. ▪ Maintain PK - 2 Staff DOTT Record. ▪ Manage and coordinate the booking of music tutors’ rooms and completion of timesheets. ▪ Maintain PK - 2 student files. ▪ Maintain class lists. ▪ Produce Merit Awards. ▪ Collate returned parent consent forms. ▪ Provide administration support for College events including, but not limited to: <ul style="list-style-type: none"> ○ Orientation Day ○ Grandparents’ Day ○ Sporting Carnivals ○ Religious Ceremonies ▪ Produce, distribute and collect information for, but not limited to: <ul style="list-style-type: none"> ○ Primary Social Committee ○ Arts Festival ○ Music Department ○ PK - 2 Teachers ▪ General Office tasks including, but not limited to: <ul style="list-style-type: none"> ○ Photocopying ○ Filing
<p>FIRST AID PK - 2</p>	<ul style="list-style-type: none"> ▪ Attend to sick/injured children and administer appropriate first aid. ▪ Notify Head of Primary/Leader of Wellbeing Early Childhood of any serious injury or suspicious circumstances. ▪ Complete Accident Report forms. ▪ Oversee Sick Bay Hygiene and cleanliness. ▪ Manage and maintain medical supplies and First Aid Kits. ▪ Manage and maintain Student Medical Alert File and medications. ▪ Appropriately administer medication to children according to instructions in Medical Alert file. ▪ Assist with diabetes testing.

ABSENTEES PK - 2	<ul style="list-style-type: none"> ▪ Retrieve all student absentees from voice mail and emails and enter data into absentee program. ▪ Update absentee program with late arrivals and early departures. ▪ Follow up on unauthorised absences with staff and parents. ▪ Create attendance reports. ▪ Refer all Child Protection issues to Leader of Wellbeing Early Childhood. ▪ Follow up on unauthorised absences with staff and parents. ▪ Assist and check records prior to census. ▪ Attend to relevant evacuation processes.
MONEY HANDLING	<ul style="list-style-type: none"> ▪ Manage petty cash. ▪ Collect fundraising monies. ▪ Accept and receipt payment of school fees. ▪ Accept payment of event ticket sales.
OTHER DUTIES	<ul style="list-style-type: none"> ▪ Undertake other duties as directed by the Head of Primary or Leader of Wellbeing Early Childhood.

CRITERIA	
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ First Aid Certificate ▪ Training in Diabetes, Anaphylaxis and Epilepsy education and management.
KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none"> ▪ Reception and/or administration experience ▪ Experience handling a busy administration office ▪ Knowledge of MAZE, SEQTA and MS Office applications
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Proficient technology skills ▪ Highly developed interpersonal and influencing skills, enabling harmonious and positive relationships with all ▪ Sound written and verbal communications skills ▪ Highly developed time management and organisational skills ▪ Able to multi-task and calmly work under pressure ▪ Demonstrated ability to work autonomously and as part of a team ▪ Able to problem solve and use initiative ▪ Able to maintain strict confidentiality
STATUTORY REQUIREMENTS	<ul style="list-style-type: none"> ▪ Working with Children Screen Check ▪ National Criminal History Record Check

STATUS	
EBA	The Trustees of the Marist Brothers Southern Province Non-Teaching Staff Enterprise Bargaining Agreement 2014
Classification	Administrative and Technical Officers Level 3
FTE / Work Arrangement	<ul style="list-style-type: none"> ▪ 41 weeks worked (40 weeks during term time and 1 week prior to the commencement of the school year) plus 4 weeks annual leave ▪ Days and hours of work are Monday to Wednesday, 8.00am to 4.00pm ▪ 0.53 FTE
RD Version No./Date	Revised Date February 2017 Converted to new format November 2018