

# SHELDON COLLEGE



## **ROLE OF ADMINISTRATIVE ASSISTANT (STUDENT SERVICES)**

The major role of the position of Administrative Assistant (Student Services) is to provide administrative, and/or secretarial support to the Director of Student Services, thereby contributing to the efficient and effective management and administration of the College.

The role also involves regular contact with the student body and general public. This contact requires the ability to communicate details about the College's activities, routines, policies and procedures to ensure a sound public image of the College is promoted and maintained.

The position reports directly to the Director of Student Services.

### **Duties and Responsibilities of Administrative Assistant – (Student Services):**

The duties performed by an Administrative Assistant may include a mix of any of the following activities:

- greeting all visitors to the Student Services office and directing them accordingly
- photocopying, faxing and other administrative work as directed
- attending to telephone calls and re-directing to the appropriate personnel
- attending to counter enquiries
- assisting students throughout the day
- administering first aid to students
- checking expiry dates on all student medication
- ensuring first aid kits are fully stocked at all times
- ordering first aid supplies for the first aid room
- ensure there is adequate stock of forms used by the Student Services office
- conveying important messages to members of staff and students
- operating office equipment such as computers, photocopiers, fax machines, printers
- escorting school visitors to appropriate locations within the College campus
- preparation and distribution of minor refreshments to College guests and members of the public
- other relevant duties as directed by the Assistant to the Director of Student Services

### **Skills and attributes required for this position:**

- Have exceptional customer service skills to be able to relate well with staff, students and parents both over the phone and face to face
- Highly developed organisational skills
- Be a team player
- Able to work to deadlines
- Maintain confidentiality due to the nature of the information that passes through this office
- Competent in using the Microsoft Office products particularly Word, Excel, PowerPoint and Outlook
- Be able to use or learn how to use Teacher Kiosk
- Hold a current Senior First Aid Certificate

## **Conditions of Employment:**

This position is subject to the provisions of the Sheldon College Corporate Staff Collective Agreement of 2007. It is expected that the successful applicant will commence duties as soon as possible. All staff at Sheldon College are placed on an initial 12 month contract.

### **Salary**

The position will be offered in accordance with the Sheldon College Certified Agreement. The salary offered will be commensurate with the experience of the successful applicant.

### **Hours**

This is a full time term time position.

### **Corporate uniform:**

All employees are required to wear corporate uniform which is available from the Sheldon College Uniform Shop at the employee's expense. **Performance Review:** A Performance Appraisal will be conducted annually.

### **Working with Children:**

The successful applicant will need to hold, or be willing to apply for, a Working with Children Blue Card – Commission for Children and Young People.

## **Applications**

Written applications should include the names and full contact details of three referees and a personal resume stating qualifications and experience.

Applications should be directed to:

The Principal  
Sheldon College  
P.O. Box 1188  
CAPALABA 4157

OR

Email: [recruitment@sheldoncollege.com](mailto:recruitment@sheldoncollege.com)