



## Administrative Assistant Position Description

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<b>POSITION:</b>	Administrative Assistant
<b>DEPARTMENT:</b>	
<b>RESPONSIBLE TO:</b>	Principal
<b>REPORTS TO:</b>	Director of Teaching and Learning, Primary

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### POSITION STATEMENT

The Administrative Assistant will be responsible for providing excellent administrative support and highly confidential secretarial services. The Administrative Assistant will demonstrate a strong commitment to Sheldon College's vision of excellence in education, and will present welcoming, professional assistance to students, their families, staff, members of the College Executive and to the wider College community.

### DUTIES AND RESPONSIBILITIES

- To act as Administrative Assistant to the College Director through well prioritised planning and efficient administrative and secretarial support
- To promote the reputation of Sheldon College in all matters, and especially pertaining to the Director's role and office
- To deal effectively and wisely with the members of all internal and external stakeholder groups
- To demonstrate strong commitment to Sheldon College's Vision and Mission and loyal support to all colleagues
- To enhance Sheldon College's pursuit of excellence in education by upholding the College's values, policies and standards
- Be proactive in assisting with long and short term planning, managing the Director's diary, providing alerts in relation to the College calendar events
- Assemble papers for meetings and have a working knowledge of issues, prepare minutes, monitor and follow up actions as appropriate
- Receive, read and evaluate the Director's incoming emails and phone calls: (a) bringing matters to attention when appropriate and responding to matters of both a routine and complex nature, and (b) sifting information for relevance and disperse information to the appropriate people, and monitoring follow up as necessary
- Prepare correspondence, working papers, reports, memoranda, notices, policies and procedures on all matters relating to the College, staff and students
- Maintain excellent electronic and other records, including accurate and up to date personnel files and records for all staff, keeping all records confidential and accessible only to staff authorised to have access
- Ensure that documentation regarding matters governed by laws of privacy, and confidential matters such as child protection, HR processes, discipline and grievance issues, are strongly protected through secure storage and confidential papers, files and electronic data
- Be responsible for the updating and preparation of the induction documents for new staff
- Organise and facilitate attendances at external meetings and events
- Receive visitors on behalf of the Director and make them welcome until the Director is available



- Maintain a helpful, professional demeanour at all times and receive queries and complaints in a calm, positive and reassuring manner
- Promote and speak well of the College and staff at all times and address any personal concerns about the College by speaking with the Director
- Undertake other duties pertinent to the scope of the position, as required by the Director.

This is not necessarily an exhaustive list of duties, but is intended to reflect the range of duties the appointee will perform. The job description may be reviewed in response to changing needs, in consultation with the incumbent.

#### **REQUIRED SKILLS AND ATTRIBUTES**

- A commitment to the College Vision, Mission and Values
- Commitment to serve students, their families, College staff and College Executive and to assist external stakeholders
- Integrity, loyalty and commitment to maintain utmost confidentiality and meet privacy requirements
- A cheerful, positive outlook and ability to enjoy good humour
- Ability to function strongly as an individual and as a member of a team
- Pursuit of excellence in every detail
- Excellent interpersonal skills and relationship management skills
- Strong written and oral communication skills
- Strong organisational abilities and time management skills, including the ability to succeed in a busy and fast paced environment
- Initiative, drive and ability to problem solve
- Ability to multi-task, handle complexity, prioritise and organise work and follow tasks through to satisfactory completion
- Ability to stay calm under pressure, to be flexible and 'regroup' to handle unexpected circumstances
- High level computing skills including the ability to use Word and Excel at an expert level, with considerable data base proficiency
- Demonstrated ability to succeed in all aspects of an Administrative Assistant role.

#### **REQUIRED SKILLS AND ATTRIBUTES**

- Diploma or equivalent in a relevant commercial or administrative discipline (preferable)
- 5 years' successful experience in a comparable role.



## CONDITIONS OF EMPLOYMENT

This position is subject to the provisions of the Sheldon College Corporate Staff Certified Agreement 2011. It is expected that the successful applicant will commence duties as soon as possible.

<b>Salary</b>	The salary offered will be commensurate with the qualifications and experience of the successful applicant.
<b>Superannuation</b>	Statutory Superannuation of 9.5% will apply.
<b>Sick Leave</b>	10 days per year.
<b>Annual Leave</b>	4 weeks per year and 17.5% Leave Loading.
<b>Long Service Leave</b>	10 weeks after 7 years' full time service.
<b>Corporate Uniform</b>	All employees are required to wear Corporate Uniform which is available from the Sheldon College Uniform Shop at your own expense.
<b>Performance Review</b>	A performance review will be conducted annually.
<b>Working with Children</b>	The issue of a positive notice from Blue Card Services (Public Safety Check Business Agency).