



POSITION DETAILS:

Position Title: Administrative Assistant – Student Wellbeing

Group: Faith & Community (Student Wellbeing Team)

Supervisor: Executive Director of Faith & Community

Classification: Level 3

Date of Last Review: March 2022

PRIMARY ROLE/PURPOSE:

The position requires employees who have had sufficient experience and/or training to enable them to carry out their assigned duties under general supervision, using established procedures, practices and instruction from the Executive Director of Faith & Community (EDoFC).

The Administrative Assistant – Student Wellbeing is responsible for maintaining a dedicated student and visitor focus.

KEY ACCOUNTABILITIES:

Administrative Duties

- Prepare documents using Microsoft Office, especially Word and Excel;
- Provide a high level of administrative support to the EDoFC;
- As required, provide administrative support for the House Leaders;
- Liaise, as necessary, with other senior Leaders and their Administrative staff;
- Use personal knowledge and initiative;
- Maintain diaries, schedule appointments with students, staff and parents, monitor phone calls and handle correspondence.

Secondary School Support

- Provide assistance with the management and organisation of various calendar events, including:
 - Fortnightly Student Wellbeing Committee Meetings (prepare and distribute papers, and take Minutes at meetings);
 - Regular (eg. Flex) and irregular administrative and pastoral care sessions, involving both guest and SPS staff speakers;
 - Student Leaders' Camp;
 - Senior Formal and Year 11 Dinner/Dance: book venue, photographer, order invitations and collate permission forms, liaise with venue staff, prepare budget, interact with student representatives;
 - Induction and Honours Assemblies: liaise with staff, students and parents, send invitations, organise agenda, prepare booklets;

Secondary School Support (continued)

- Provide assistance with the management and organisation of various calendar events, including:
 - Celebration of Achievement: co-ordinate information for CoA Program, assist with management of function on all levels, collate award winners from various sectors, seek out and confirm sponsorships, etc. Collaborate with the Administrative Assistant – Outdoor Education to plan this event and action these tasks. The Extra-curricular Co-ordinator will provide some assistance, as required;
 - Year 12 Final Week activities (excluding Valedictory): book venues and buses, send out permission forms and collate, prepare budget, co-ordinate final breakfast, arrange audio equipment, liaise with Chaplain and House Leaders;
- Provide administrative assistance for:
 - Student leave applications, non-standard correspondence to parents;
 - Correspondence relating to significant student behavioural issues (including Yellow, Orange and Red cards)
- Work with the Executive Director of Faith & Community to prepare the schedule of Combined Assemblies and Chapel services;
- Compile Agendas for Combined (Secondary School) Assemblies;
- Liaise with Uniform Shop manager to order Student Leader and Year 12 caps and badges;
- Maintain an expenditure spreadsheet to support budget tracking for EDoFC;
- Manage the Student Drivers' register; communicate with parents of students who have not registered and with supervising staff;
- Organise the maintenance of office equipment in the Wellbeing Centre as supervised by the EDoFC;
- Provide administrative assistance for Student Wellbeing program (including booking of venues, guest speakers, etc.);
- Provide administrative assistance for the Leadership Development program for students (including liaison with outside service providers).

House Leaders

In providing effective support to the House Leaders, the Administrative Assistant will be required to:

- Maintain a register of student locker allocations;
- Liaise with teaching staff with regards to students sent to the Responsible Thinking Citizens Room (RTC);
- Disseminate information to relevant staff re. student welfare issues;
- Prepare weekly Behaviour Management Incident (BMI) Reports;
- Produce Merit Certificates for students meeting BMI requirements;
- Maintain the BMI database for Senior School students by recording all incidents promptly and accurately in TASS and follow up communication with families;
- Receive applications and maintain data and records in TASS for the Global Citizenship award system; prepare certificates and generate parent correspondence;
- Deliver filing to Registry;
- Assist locating any students missing from classes throughout the day if the House Leader is not available;
- Assist in the production of Year 12 references;
- Organise the Parent Teacher Interviews for the Global Citizenship Conversations.

Other

- Co-ordinate Student Wellbeing Team admin staff to organise catering and set up for “All Staff” functions, as required, including Staff End of Term gatherings, Staff Beginning of Year breakfasts and morning teas etc.;
- All Staff Christmas Lunch: in liaison with the EDoFC, schedule a date for the event, prepare and send invitations, and liaise with Staff Social Club to organise the event;
- From time to time, and in various ways, assist other Student Wellbeing Team admin staff;
- Additional duties as allocated by the Headmaster.

KEY SELECTION CRITERIA:

Qualifications

- No formal qualifications are required for the position.
- Experience in using The Alpha School System (TASS) would be an advantage.

Essential

- A professional and courteous phone manner;
- A high level of organisational and interpersonal skills;
- A high level of communication, written and verbal skills;
- Ability to find solutions through creative thinking and collaboration;
- ICT proficiency;
- A service ethic;
- Ability to work to deadlines;
- Ability to work effectively with minimal explicit direction and supervision;
- A willingness to be a member of a team and to work collegially with other staff members;
- High level of professional standards and conduct;
- Experience working in a School setting would be an advantage;
- Willing support for the Anglican Ethos of the School;
- Possession of a current blue card (Working with Children Check by Blue Card Services). This is non-negotiable. The successful candidate must have a current Blue Card before commencing work at the School;
- Agree to be checked against the Anglican Church’s National Professional Standards Register (as per the Student Protection in Anglican Schools Procedures);
- In line with current government mandates, if you work for, or provide a service to the School, you are required to be fully vaccinated against COVID-19;
- **Must be an Australian resident and eligible to work in Australia.**

Criminal History Checks

- The School will conduct a Criminal History/Police Check on the successful applicant;
- The offer of this position is subject to the successful outcome of the Police Check and the possession of a current blue card (Working with Children Check by Blue Card Services);
- Should the Police Check or Blue Card reveal a negative outcome, this position will be immediately withdrawn.

AUTHORISATION:

I hereby agree that the Position Description accurately reflects work requirements.

Headmaster

Paul Browning

Name

Signature

Date

**Administrative Assistant
- Student Wellbeing**

Name

Signature

Date

ATTACHMENT – ST PAUL’S SCHOOL

ETHOS STATEMENT

The School’s Purpose is “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

The School’s Vision is “Transforming educational thinking and practice.”

The School’s Values are:

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

We value Faith believing where:

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.
- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one’s life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

We value Learning where:

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional, and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.
- A variety of student dispositions to learning are fostered through our Realms of Thinking Framework which are embedded from PP-12 across all Learning Areas.

We value Community where:

- Students, staff, and families support the aims, purpose, and mission of the School and serve one another using their God-given gifts.
- Students, staff, and families grow together in faith and learning, promoting love, justice and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul’s community when they graduate, through a vibrant Past Students’ Association.

SCHOOL EXPECTATIONS

All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

LEADERSHIP EXPECTATIONS

"If a leader's actions are driven by service and dedication to a cause or a relationship then they are a servant leader."

Leadership at St Paul's is based on the philosophy of individual and School "wholeness", collaboration, teamwork and transparent decision-making. The model of leadership reflects the values central to St Paul's School, that of Faith, Learning and Community.

Leadership Principles underpinning the Leadership at St Paul's:

- St Paul's School leadership structure is **student-centred** and reflects our agreed values of Faith, Community and Learning.
- The leadership structure is **learning-centred** for both students and staff, providing opportunities for open and transparent communication and decision-making.
- Collaborative leadership based on teams enabling of ideas to be brought forward by anyone through a variety of formal and informal routes (everyone's voice deserves to be heard).
- Education of the whole person in which the intellectual, spiritual, emotional and physical development are all-important and integrated.
- The importance of creating an environment which encourages high academic achievements at senior levels by ensuring appropriate methodologies and subject content.
- The concept of St Paul's School as a single whole School, made up of three Sub-Schools each with some degree of autonomy whilst sharing many common elements.

ANGLICAN SCHOOLS COMMISSION - STATEMENT OF COMMITMENT

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God
- Every child: loveable and loved, unique and unrepeatable
- Outstanding education for the flourishing of people and the good of community

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practised.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and
- respond to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.