



POSITION DETAILS:

Position Title:	Administrative Assistant – Corporate Services
Group:	Business Services
Supervisor:	Business Manager
Classification:	Level 4
Date of Last Review:	March 2024

PRIMARY ROLE/PURPOSE:

The primary role is to provide effective, high level administrative and project support to the Corporate Services area including Risk and Compliance, Human Resources, and Projects.

LEVEL CLASSIFICATION REQUIREMENTS:

This position has been classified at this level in accordance with the School's requirements, and in line with the current Queensland Anglican Enterprise Agreement. The expectations and requirements for employees at this level are in accordance with the Enterprise Agreement's overview and characteristics for this level, as listed below:

- The characteristics and job criteria for this level are additional to all the relevant characteristics and criteria of any preceding or lower level(s). Level four requires Employees with appropriate and highly developed skills and knowledge gained in a specific area due to their work experience and/or formal qualifications. Employees will have well developed interpersonal skills and display appropriate levels of confidentiality, discretion and judgement in their specific work areas. Work may involve the provision of advice; service or support to a range of internal and external stakeholders requiring knowledge of policies and/or the interpretation of rules or regulations within the Employee's area of operation. Employees may assist in developing policy and procedures relating to their work area and identifying future trends. High level communication skills will be required. Work is carried out with general or broad guidance on progress. At this level officers may be responsible for the supervision of staff in all lower levels and may be responsible for the planning and management of the work of others including work teams. Employees may also be responsible for training staff through instruction and practical demonstration.
- All necessary experience is gained either on the job, through previous employment or the attainment of a diploma and/or degree level qualification. Tertiary qualifications at a minimum level of Associate Diploma/Diploma level or its equivalent or such knowledge, qualifications and experience that are deemed by the School as necessary to successfully carry out the duties of the position.
- Employees will have a highly developed knowledge of the organisation and industry and highly developed skills (e.g. at the technician level) in their area of expertise. They will use judgement

and initiative regularly in order to complete the tasks assigned to them. They will competently handle the supervision requirements of the role. A range of technical knowledge and/or skills are applied to roles and functions in both varied and highly specific work contexts. Competencies at this level are normally used independently within both routine and non-routine work situations.

- Supervision and guidance will normally be exercised through a reporting structure. The position is responsible to the Principal, Head of a Department/Faculty or a higher level School Officer or Senior academic staff for the day to day performance of duties. The measurement of performance at this level is made against defined targets.

KEY ACCOUNTABILITIES:

Administration

- Provide a high level of administrative support to Corporate Services area including; Risk and Compliance officer and Manager of People and Culture.
- Provide administration support including but not limited to; typing, filing and file maintenance; and diary and calendar management.
- Assist in the production of policies; processes; risk management plans and risk assessments.
- Produce agendas and minutes as required for meetings
- Preparation of data and information for monthly, quarterly and annual reporting requirements
- Enter and maintain data in relevant systems

Risk and Compliance

- Produce an annual submission of off-campus activities greater than 50km from School for submission to ASC insurance representatives.
- Administer the School's policy and process system site including any workflows and associated plug-ins.
- Administer the School's risk management system including any workflows and associated plug-ins.
- Administer the School's risk registers.
- Conduct routine processing, management and renewals of Blue Cards (excluding Homestay) using information in the Blue Card Register, Blue Card Organisational Portal and DocuSign Inductions.
- Manage the School's Approved Provider system and process.
- Liaise with external parties including other ASC schools; Approved Providers or parties going through the application process; Blue Card Services; QCT; ISQ; third-party software companies or specialists.
- Maintain the School's professional membership register.
- Prepare and maintain detailed work practice instructions.
- Additional duties as allocated by the Acting Principal.

Recruitment & Human Resources

- Monitor and respond to emails in the HR Mailbox hr@stpauls.qld.edu.au
- Action administrative tasks associated with the recruitment process including, but not limited to, the following:
 - Scheduling a timeline for the recruitment process;
 - Upload advertisements on Seek and School website;
 - Liaise with interview Panel regarding the recruitment process;
 - Send receipt of application email acknowledgements to candidates for advertised vacant positions, and also for unsolicited resumes received throughout the year;
- Action administration tasks associated with the process for new staff, leaving staff, and staff going on leave;

- Co-ordinate and action the admin tasks associated with the annual Associate Staff Appraisal process;
- Prepare Employment Contracts and contract variations throughout the year for new and current Staff;
- Organise screening of all Staff, Supply Staff, and Music Tutors, via the Anglican Church Southern Queensland's Office of Professional Standards' National Screening/Register Check, as per the current ASC policy. Maintain records of screening results for new and current Staff.
- Order name badges throughout the year for new and current Staff, Music Tutors, and School Council members;
- Update/edit/format and issue Staff Position Descriptions as required;
- Organise annual Non-Teaching Staff Office Professionals Day gifts and distribution.

QCT Registration; Staff Qualifications; Professional Development; staff travel

- Maintain the School's QCT website records.
- Submit the annual QCT Census record, on behalf of the Acting Principal.
- Maintain the staff qualification register.
- Process travel bookings for School staff other than professional development.
- Maintain a database, track, and co-ordinate the administrative process for professional development, including external professional development that requires registrations, travel bookings, process payments, absence advices, follow up and filing reports.

Project Work

- Assist in the design, production, implementation and review of software, systems, processes, policies and training that:
 - increase efficiency, safety and compliance across the School
 - improve the User experience
- Assist in delivering projects that include, but are not limited to:
 - Implementation of a Human Resources Information System (HRIS)
 - School wide risk management system, process and training overhaul
 - School wide policy and process system and content overhaul
 - School wide child-protection system, process and policy overhaul
 - School community wide volunteer compliance, management and training overhaul
 - School wide WHS and Maintenance system, compliance and process overhaul

Other

- Other administration tasks not inconsistent with the role of an Administrative Assistant.

KEY SELECTION CRITERIA:

Qualifications and Experience

- No formal qualifications are required for the position;
- Demonstrable skill and experience using, administering and manipulating Microsoft SharePoint, Power Automate, Power Apps, Project, Access and Excel to meet business objectives.
- A confidence and fluency in managing a variety of technology, digital platforms and Apps;
- Experience in using The Alpha School System (TASS) would be an advantage;
- Experience working in a School setting would be an advantage.

Essential Skills and Requirements

- 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 and lateral thinking and collaboration;
- ICT proficiency;
- A service ethic;
- Financial literacy and the ability to reconcile a credit card statement;
- 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;
- 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 undergo a Criminal History/Police Check conducted by the School;
- Agree to be checked against the Anglican Church's National Professional Standards Register;
- **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 this Position Description accurately reflects work requirements.

Acting Principal

John
O'Sullivan- Williams

Name

Signature

Date

**Administrative Assistant –
Corporate Services**

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 learning frameworks 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.

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.