



THE KING'S SCHOOL

POSITION DESCRIPTION FOR ADMINISTRATION ASSISTANT TO THE PREPARATORY DEPUTIES

INTRODUCTION

The King's School is Australia's oldest independent school with a long and proud history of educating boys. All jobs within The King's School are designed to support the mission of the School which is to make an outstanding impact for the good of society through its students, and by the quality of its teaching and leadership in education.

The King's School views all its employees as "teachers" in as much as it recognises that the service given, even if not in a classroom, supports an environment wherein boys are witnessing professional and dedicated behaviour. All employees of The King's School contribute to those intangibles of tone and ethos which can have a profound impact upon a student.

No job description can adequately describe all the tasks that might form part of a colleague's duties. However, it is important that the essence of the job be described, for this may assist colleagues to understand their job, and it may also help with staff appraisal for it provides the criteria against which a colleague can be measured both by themselves and by their supervisor.

It should be remembered that jobs tend to evolve and change over time. Therefore, this job description will need to be reviewed and updated from time to time.

REPORTING RELATIONSHIPS

The Administration Assistant to the Preparatory Deputies, reports directly to the Preparatory School Office Manager.

Other working relationships include:

- The three Deputy Heads of the Prep School,
 - Deputy Cocurricular
 - Deputy Students and Community
 - Deputy Academics
 - Associate Chaplain
 - Prep School Administration Staff

SCOPE

The Administration Assistant provides secretarial and administrative support across the range of activities for which the Preparatory School Deputies are responsible.

KEY ACCOUNTABILITIES

Personal Administration

- Provide effective and efficient administrative and organisation support to the Preparatory School Deputies.
- Word processing, letter writing, editing and proofing documents in line with the School's standards and style guides.
- Develop and maintain efficient document and file management systems – hard copy and electronic.
- Compile and collate relevant documentation as required.
- Assist with the preparation of documents and draft correspondence as directed.

Calendar and Daily Organisation

- Maintain the Preparatory School Calendars, including the Yearly Planner, Master Calendar, Staff and Parent Term Calendars. This includes electronic calendars (Outlook and iLearn) and hard copy calendars.
- Prepare and distribute the Weekly Outline to be distributed by 7.30 am each Monday during term time.
- Prepare and distribute the Daily Outline by 7.45am each morning,
 - listing all activities, variations and notes for the day
 - ensuring all classes and playground duties are appropriately supervised, particularly in relation to staff absences.
- Facilitate the engagement of casual teaching staff. Assign cover and organise laptops.
- Track all missed release periods and where possible provide in lieu lessons.
- Liaise with HR to ensure casual teaching staff are up to date with all necessary paperwork. Eg Payroll, NESR Registration, WWCC, etc.
- Coordinate casual teacher timesheets and maintain the Preparatory School

Casual and Leave spreadsheet for the Deputy Cocurricular at the end of each week, for submission to payroll.

- Advise the Deputy Cocurricular of all changes to routine and staff absences for submission to payroll each day.

Other Duties

- Assist with the organisation of events hosted by any of the Preparatory School Deputies.
- Perform general clerical duties, including Reception, as required.
- Model and demonstrate constructive working relationships and information exchange across the School.

ESSENTIAL CRITERIA

- Demonstrated relevant administrative experience in similar positions in other private or public enterprises.
- High level IT skills and competence - specifically with the Microsoft Office Suite, School and competence with a workplace database system.
- High level organisational skills, including the ability to: work effectively and efficiently in a high pressure environment to meet tight deadlines; prioritise duties and multi-task with accuracy and attention to detail; and achieve goals.
- Accuracy with data and document handling.
- Ability to work independently, and exercise initiative in handling enquiries and tasks in a responsible manner without supervision.
- Ability to work in a team environment.
- High level communication and interpersonal skills, both written and oral.
- Exhibit a high degree of professionalism, discretion and diplomacy.
- Have integrity, loyalty and a commitment to maintain utmost confidentiality.
- Effective problem-solving skills.
- A desire to see systems and processes improved.
- A willingness to disseminate professional knowledge and support training of other staff as required.
- Possess proficient English language and grammatical skills, with emphasis on competent text editing capabilities.
- Current Working with Children Check (WWCC).

DESIRABLE CRITERIA

- Previous administrative experience in a school environment.
- Experience in using school computer products, including a school database and Learning Management System (LMS).

TERMS AND CONDITIONS OF EMPLOYMENT

Some of the terms and conditions of employment for this position are outlined in the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*) Industrial Instrument.

This position is a part time support position, 7.00-11.00am, term time only, with the exception of one week after the end of Term Four and one week before the commencement of Term One. Staff employed in support positions may be required from time to time, to work reasonable additional hours in order to fulfil the duties of the position.

GENERAL REQUIREMENTS

Employees at The King's School are expected to:

1. Be supportive of the ethos of a school and helpful in advancing the mission of The King's School.
2. Adhere to the School's policies and procedures.
3. Observe the School's Code of Conduct.

No job description can capture the complexity of a school. Therefore, some flexibility is required when using this job description. This job description will need to be reviewed from time-to-time in order to ensure it remains relevant in a rapidly changing world.

WORK HEALTH AND SAFETY

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety. Your WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times
- Following policies, procedures and lawful direction designed to ensure a safe work environment;
- Reporting any hazard, injury, or near miss through the School's RMS system;
- Following emergency evacuation and management procedures if required;
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties;
- Undertaking WHS training as deemed relevant to your role.

FINALLY

No position description can capture the complexity of tasks within a school. Therefore, this position description should not be seen as limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time.

All positions evolve and change over time, and the School commits to regularly review and update position descriptions to accurately reflect the contribution of employees.