



## Position Description Administration Assistant

<b>Position Title</b>	Administration Assistant
<b>Reports To</b>	Executive Assistant / Administration Manager
<b>College Objective</b>	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Head of College, Principal, other staff and the College Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
<b>Position Overview</b>	<p>The Administration Assistant will be required to deal with a diverse range of administrative matters, focused on the delivery of quality outcomes in a professional and timely basis. They will also need to be receptive to changing technology and administrative procedures and be prepared to update training and qualifications where necessary.</p> <p>The Administration Assistant will be the initial contact for the College, conveying a warm and friendly manner while always remaining professional. The Administration Assistant will carry out Administration duties in a timely, efficient and accurate manner.</p>
<b>Duties and Responsibilities</b>	<p><b>Reception Duties:</b></p> <ul style="list-style-type: none"> <li>• Receive parents and visitors at Reception in a friendly and professional manner</li> <li>• Telephone duties and voicemail retrieval</li> <li>• Update (annually and as changes are made) phone list and voicemail list</li> <li>• Receive and manage parent queries</li> <li>• Receive inward and outward correspondence</li> </ul> <p><b>Enrolments</b></p> <ul style="list-style-type: none"> <li>• Commitment to have a working knowledge and understanding of Geelong Lutheran College enrolment policies, procedures and priorities.</li> <li>• Initial contact and sending of prospectus</li> <li>• Coordinate Interview appointments with the Executive Principal/Head of Primary where necessary</li> <li>• Process enrolment enquiries for Primary and take all reasonable steps to assist with their successful admission</li> <li>• Responsible for the processing of data for all enrolments using Funnel and TASS</li> <li>• Responsible for the follow-up of incomplete information relating to passports, visa, birth certificates, family court orders etc. for student files.</li> <li>• Responsible for the recording of any change of family details – e.g. change of contact details</li> </ul>



## Position Description Administration Assistant

- Identify prospective students with special needs (e.g. gifted and talented, learning difficulties, medical/physical conditions, high level sporting and cultural abilities, EAL) to discuss initially with the Principal, Head of Primary, Adaptive Ed Coordinator and then appropriate teaching staff.
- Prepare enrolment information for Government, LEVNT, LEA, ISV, DET, and other external bodies e.g. Federal and State Census, ESL funding, Disability and Special needs funding.
- Once interview is complete and offer is ready, advise executive assistant for next steps.

### **Administrative Duties:**

- Assist Teaching staff with the coordination of School Activities including (but not limited to) school photos, concerts etc.
- Maintain student files and other school records
- Assist with school banking as directed, including P&F Fundraisers
- Create student profiles in Seesaw and other relevant platforms that start during the school year
- Organise booklists – liaising with Teaching Staff & Campion
- Assist with the collation of College Diaries, Year Books etc
- Assisting with data collection re: census, attendance records
- Assist with timetabling creation and new students
- Assist teaching staff with Sport administration, including ordering of trophies, collating House points and certificates
- Security of campus – unlocking and locking gates
- Maintain annual Devotion rosters
- Processing timesheets for staff
- Credit card reconciliation
- Manage CRT supplies, iPads and information are current excluding First Aid Kits.

### **SIMON:**

- Responsible for overseeing the approval process for School Activities submitted in SIMON
- Create and verify new student profiles during the school year and allocate parent access to PAM
- Manage accurate information in the College calendar.

### **Other responsibilities**

- Willingness to undertake professional development, as required
- Have a commitment to providing exceptional customer service
- The availability, at various times, to undertake work outside normal working hours for special events or projects. This will be via negotiation and additional hours accrued are usually taken as time in lieu
- Cover Student Services role/tasks as needed
- Other tasks as requested by the Executive Principal/Head of Primary/Executive Assistant



## Position Description Administration Assistant

<b>Knowledge, Skills and Abilities</b>	<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of school-based processes e.g. TASS, SIMON, (training will be provided for school-based software programs) First Aid, Asthma Administration, Valuing Safe Communities</li> <li>• An understanding of the Lutheran ethos.</li> <li>• An understanding of the College's structure and database.</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate sensitively and confidentially with staff, parents and students.</li> <li>• Have a high degree of computer literacy.</li> <li>• Demonstrate an excellent phone and personal etiquette in a friendly, welcoming and approachable manner.</li> <li>• Have a high degree of administrative competence.</li> <li>• Be highly organised and consistently meet deadlines.</li> </ul> <p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrate high levels of personal initiative and responsibility.</li> <li>• Work collaboratively and develop a positive rapport with staff.</li> <li>• Facilitate, develop and maintain working relationships with other members of staff within the College.</li> <li>• Demonstrate a strong commitment to the ethos of Lutheran education.</li> <li>• Adapt to a new and changing environment.</li> </ul>
<b>Selection Criteria</b>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <ol style="list-style-type: none"> <li><b>1. Work Experience</b> <ul style="list-style-type: none"> <li>• Must have at least 5 years' experience working as an Administration Assistant, preferably either from the Corporate or Education Sector</li> </ul> </li> <li><b>2. Qualifications</b> <ul style="list-style-type: none"> <li>• Previous experience in a school environment, a Certificate III in Business Administration would be highly regarded</li> </ul> </li> <li><b>3. Demonstrated high level of ICT skills</b> <ul style="list-style-type: none"> <li>• Exceptional level of ICT skills including Microsoft Office suite and experience in the use of databases</li> </ul> </li> <li><b>4. Demonstrated ability to initiate, organise and prioritise administration tasks.</b> <ul style="list-style-type: none"> <li>• Ability to work autonomously and collaboratively, meet tight deadlines within a pressured environment and think analytically to solve complex problems</li> </ul> </li> <li><b>5. Demonstrated ability to co-ordinate, manage and negotiate diverse needs.</b> <ul style="list-style-type: none"> <li>• Skill in working collaboratively with a range of needs and interests towards agreed outcomes</li> </ul> </li> <li><b>6. Demonstrated ability to communicate.</b> <ul style="list-style-type: none"> <li>• Highly effective written and verbal communication skills</li> </ul> </li> <li><b>7. Demonstrated personal integrity</b> <ul style="list-style-type: none"> <li>• Exemplary standards of personal integrity, honesty and inter-personal skills. Demonstrate a commitment to personal professional development.</li> </ul> </li> </ol>



GEELONG LUTHERAN  
COLLEGE

## Position Description Administration Assistant

	<b>8. Current Working with Children Card, National Criminal Record Check and First Aid Certificate.</b>
<b>Classification</b>	<b>Salary</b> Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023 <b>Terms</b> Contract <b>Hours</b> 8.00 am to 4.00 pm Monday to Friday <b>Location (Base)</b> Geelong Lutheran College St John's Newtown and may be required to work at Armstrong Creek

### STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer