



Position Description

Position:	PA / Senior Office Assistant (Junior School)
Position Status:	Part-time (0.9 FTE), ongoing
Classification	Level 7, Presbyterian Ladies' College General Staff Agreement 2019 - 2021
Reports to:	Head of Junior School. All positions in the College ultimately Report to the College Principal

Presbyterian Ladies' College

Presbyterian Ladies' College (PLC) Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff with the highest professional skills who can actively support the Christian teachings and ethos of the College. All staff must commit to a culture that supports and embraces Child Safe Standards.

Position Overview

The PA / Senior Office Assistant (Junior School) will operate within a close-knit team environment, ensuring the Junior School Office is running smoothly day to day. The role is responsible for a range of administrative, operational and customer service-based tasks and will have daily interactions with students, parents and staff within the Junior School.

Key Responsibilities:

- Coordinate meetings, appointments and diary for the Head of Junior and Deputy Heads of Junior School
- Work within a team environment to ensure Junior School office is running smoothly
- Communicate information in an ongoing manner with administration staff so that knowledge is shared
- Ensure that staff, parents and students receive correct information at all times
- Ensure the smooth running of the Junior School Office
- Provide cover at reception as required
- Provide hospitality for Head of Junior School meetings
- Prepare correspondence on behalf of Head of Junior School
- Oversee and Coordinate NAPLAN processes for Junior School in conjunction with the Deputy Head of Curriculum and Pedagogy
- Coordinate and manage Junior School events including Year Six Investiture and Graduation, Easter, Christmas, staff retirements, parent morning teas etc. including invitations, programs, flowers, maintenance requests etc.
- Prepare programs for concerts and Junior School events

- Organise Junior School special presentation assemblies, including the preparation of certificates, lists, invitations, catering, ordering badges & maintaining a register of badges etc
- Oversee and coordinate all extracurricular activities i.e. Dance, Chess, Code Camp etc, including liaising with providers, maintaining attendance lists, receiving and administering return forms and collect all Working With Children Checks and insurance documentation
- Work with Admissions, IT and Head of Junior School to construct and maintain class lists
- Create lists as required – class lists/music and maintain updates during the year
- Prepare Junior School Staff Handbook
- Coordinate the Junior School Annual Report in consultation with the Head of Junior School
- Liaise with parent groups, including Friends of Junior School, Class Reps and Junior School Prayer group
- Assist with the electronic marking of student attendance rolls and all duties related to this
- Provide clerical support to Junior School teachers as requested
- Other duties as requested

Knowledge, Skills and Experience:

- Experience in a similar senior administrative position, preferably within Education
- Demonstrated experience using Google docs, Apple Mac and Synergetic applications (advantageous)
- Strong verbal and written skills to ensure effective communication
- Proven experience at multi-tasking and prioritising to meet deadlines
- The ability to contribute to event coordination and planning
- Demonstrated experience of working within a team and using initiative
- A strong work ethic and a positive attitude.

Key Attributes:

- Demonstrate personal integrity and strong work ethics
- Behave in manner that demonstrates a team approach
- Be open to new ideas and opportunities
- Communicate effectively, both in writing and verbally
- Be effective in negotiation skills
- Always be focused on the needs of the College
- Always respectful of others
- Add value to the team and the College
- Look ahead and anticipate new directions
- Manage stressful situations well
- Display sound problem solving and decision-making skills
- Possess the technical skills required to be proficient in the role
- Show critical reflection of own work
- Review performance data to identify areas for improvement
- Challenge and question ideas when searching for the best outcome
- Understand and adjust to change
- Be skilled at planning and operating a piece of work to meet business needs
- Meet deadlines
- Demonstrate organisational skills
- Be fully proficient with internal policies
- Understand operational processes and operates accordingly
- Encourage others to use their skills, knowledge and capabilities

Qualifications / Registrations / Certifications:

- Qualifications in business or office administration and / or relevant demonstrated experience in a similar position
- Working With Children Check (Employee)

Key Relationships:

- Head of Junior School
- Junior School Staff
- College Administration Staff

In attending to child safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

In attending to Occupational Health and Safety all staff must:

- participate in OHS related training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse and to the OHS Manager
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read,

understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy

Principal

March 2022

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.