



Position Description

Position:	Senior School Staffroom Assistant
Position Status:	Part-time (0.69 FTE), permanent, term time only
Work Days:	Wednesday, Thursday and Friday
Classification:	Level 3, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Reports to:	Chief of Staff. All positions in the College ultimately report to the Principal

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16 hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Truth and Excellence, Character and Integrity, Service and Leadership, Care and Respect and these provide an enduring foundation for dynamic learning. The College Mission is to provide strength, breadth, balance and quality and, as such, we are committed to providing a rigorous academic program focused on each student reaching their potential.

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Position Overview:

The Senior School Staffroom Assistant reports to the Chief of Staff. This is a job share position with one other individual. The Senior School Staffroom Assistant is primarily responsible for maintaining the Senior School Staffroom; ensuring that it is clean and tidy, preparing for morning tea and lunchtime, and providing support to the Chief of Staff and others as required.

Key Responsibilities

Examples of duties include but are not limited to:

- ensure that the Senior School Staff Room is kept clean and tidy at all times
- set up and prepare for staff morning tea each day; preparing coffee, tea, food as required
- set up and prepare for lunchtime each day
- provide refreshments for some meetings for the Principal's office
- wash dishes and clean up after morning tea and lunch
- assist with staff day catering and clean-up as needed
- ensure that the refrigerators are regularly cleaned
- ensure that chairs, benchtops and tables are wiped down regularly
- clean the top of the stove and oven regularly
- microwaves are to be wiped out daily
- pick up and drop off laundry to the Boarding House each day
- cupboards and drawers in the kitchen are to be cleaned out regularly
- ensure all supplies e.g. tea, coffee, detergents, food items etc are regularly replenished and available
- assist staff to prepare food etc. when special morning teas and lunches are held and clear up as required
- ensure that staffroom stationery supplies are regularly replenished
- ensure that forms are replenished and always available
- check kitchen in Doris Day Theatre (DDT) and Senior School Conference Room twice weekly and clean as required
- assist with preparation and clean-up for end-of-term and end-of-year staff events as needed

Other Duties

- as directed by the Chief of Staff

Qualifications / Registrations / Certifications:

- current Working with Children Check (Employee), essential

Knowledge, Skills and Experience:

- cleaning skills with a focus on safety and good hygiene (for food preparation areas, kitchen equipment and appliances, and surrounding spaces)
- baking and food preparation skills
- proactive approach to maintaining a clean and welcoming communal space for staff
- ability to develop positive working relationships with staff
- good time management and task prioritisation skills



Key Attributes:

- ability to work independently and collaboratively as required
- calm under pressure
- a warm, positive and considerate manner
- maintains a cheerful disposition, even during busy periods
- a commitment to ongoing professional learning and growth in skills
- actively supports the College's mission, values and goals in all dealings with members of the school family and wider community

Key Relationships:

- Job share colleague
- Chief of Staff
- Senior School Teachers and Staff

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well-developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff commit to:

- the Christian Ethos of the College
- Child Safety
- the Values and Behaviours of the College
- College policies, Staff Code of Conduct and legislative requirements
- Health, Safety and Wellbeing



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.1359 *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.

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

Health, Safety and Wellbeing Commitment

Presbyterian Ladies' College (PLC) is committed to providing a safe workplace and learning environment that supports and enhances the health and wellbeing for students, staff, contractors, visitors and volunteers.

PLC will provide and maintain a working environment that is safe and free of risks to health so far as is reasonably practicable, comply with OHS Legislation as a minimum standard, strive to fully integrate health and safety in to all aspects of College activities, establish a leader-led positive safety culture, and continuously promote and improve its health and safety practices.



In attending to Health, Safety and Wellbeing all staff must:

- participate in OHS related induction and 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
- 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

Policy and Compliance Commitment

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.

In attending to policy and compliance all staff must:

- perform their duties in an ethical, lawful and safe manner, and adhere to the compliance obligations relevant to their position
- maintain current registrations and certifications, including compliance with standards and codes of conduct required by professional bodies
- participate in mandatory compliance training
- maintain a current knowledge of, and compliance with the College's policies
- report and escalate compliance concerns, issues and failures

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

Mrs Cheryl Penberthy

Principal

June 2023

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.