



## Position Description

<b>Position:</b>	<b>Student Wellbeing Centre Administrative Assistant</b>
<b>Position Status:</b>	Full-time, permanent
<b>Classification:</b>	Level 6, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021
<b>Annual Leave:</b>	5 weeks' annual leave to be taken during term-time breaks (this includes a mandatory shut down period over Christmas and New Year as well as College shut down days)
<b>Reports to:</b>	Deputy Principal, Pastoral, Students and Staff. All positions in the College ultimately report to the 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 who are passionate about education, with the highest professional skills who will actively support the Christian teachings and ethos of the College, and possess a willingness to make a positive difference to the lives of PLC students. This will be visibly demonstrated through their behaviours, attitudes and role-modelling of the four PLC values: truth and excellence, character and integrity, service, care and respect. All staff must also commit to a culture that supports and embraces Child Safe Standards.

### Context of the Role

The Student Wellbeing Centre (SWC) comprises of Counselling, Career and Learning Enhancement departments, which work toward the achievement of the College's goals, as set out in the strategic plan.

### Position Overview

The SWC Administrative Assistant will work under the general direction of the Head of Counselling, Head of Learning Enhancement Department and the Career Development Practitioners. Whilst most work is within established routines, the position operates in an autonomous manner with respect to day to day tasks and management of workflow.

### Key Responsibilities:

Examples of duties include but are not limited to:

#### Communication

- build and sustain positive relationships with staff, parents, students, and other members of the College community



- demonstrate a high degree of confidentiality and sensitivity in written and verbal communications with key stakeholders

### **Organisation**

- manage their own workflow in an efficient and effective manner
- comply with all relevant legislation, and policies and procedures which may be amended from time to time
- actively contribute to a broad range of school activities and have flexibility to attend after-hours commitments when required
- attend staff meetings and staff professional development days as directed
- ensure the confidentiality and privacy of members of the College community is respected

### **Administration**

- general administration
- front of house reception duties for all occupants of the Student Wellbeing Centre
- maintain and update calendar appointments and scheduling for counselling and careers staff in the SWC
- maintain accuracy and up to date detail in relevant filing system
- maintain Counselling and Careers Library
- assist students with locating and using resources and providing general information
- communicate information relating to the SWC departments with students, staff, and parents
- coordinate the Schools Work Experience Program
- assist with the preparation for Scholarship, Entrance, and general group Testing programs
- assist with collating and auditing of support documentation for the Nationally Consistent Collection of Data (NCCD)
- coordinate subject choice and career interview programs
- order departmental supplies and resources as required
- receipt and distribution of departmental mail
- provide supporting documentation for tertiary applications
- daily record of student attendance in the SWC department on Synergetic
- completion of forms as required for SWC staff

### **Other Duties**

- as directed by the Heads of Department in the SWC

### **Knowledge, Skills and Experience:**

- knowledge and understanding of learning management systems
- exceptional communication skills, both written and verbal
- ability to professional communicate with a broad cross-section of the community including students, parents, College staff and external agencies
- well-developed IT skills, a knowledge of a range of software packages including Synergetic advantageous
- excellent interpersonal skills with a friendly can-do attitude



- high attention to detail and accuracy
- actively support the Colleges' mission, values, and goals in all dealing with members of the school family and wider community

#### **Key Attributes:**

- integrity, responsibility, and leadership
- ability to work using their own initiative and collaboratively as a team member
- self-motivated and self-directed, yet able to work in a team
- ability to work under pressure and to tight deadlines
- a genuine interest in student wellbeing
- an understanding of confidentiality issues
- willingness to adapt to different situations and tasks on a day-to-day basis
- a commitment to ongoing professional learning and growth in skills
- a warm, positive, and considerate manner

#### **Qualifications / Registrations / Certifications:**

- Current Working with Children Check (Employee), essential
- Relevant tertiary qualification and / or demonstrated experience in a similar role

#### **Key Relationships:**

- Counselling Department
- Careers Department
- Learning Enhancement Department
- Senior School Teachers and Staff
- Administration Team

### **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



*Presbyterian Ladies' College*

MELBOURNE



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

**Mrs Cheryl Penberthy**

Principal

May 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*