



POSITION DETAILS:

Position Title:	Administrative Assistant – Service and Experiential Learning
Group:	Faith & Community (Student Wellbeing Team)
Supervisors:	School Chaplain Head of Wellbeing (for student matters related to school camps & tours) Manager of Operations (for all matters related to School Receptionist duties)
Classification:	Level 4
Date of Last Review:	February 2024

PRIMARY ROLE/PURPOSE:

The position involves active participation in the Outdoor Education and Service Learning Programs; and is primarily responsible for providing a high level of administrative support to the Service and Experiential Learning program overseen by the School Chaplain.

LEVEL CLASSIFICATION REQUIREMENTS:

This position has been classified at this level in accordance with the School's requirements, and in line with the current Queensland Anglican Schools Enterprise Agreement. The expectations and requirements for employees at this level are in accordance with the Enterprise Agreement's overview and characteristics for this level, as listed below:

- The characteristics and job criteria for this level are additional to all the relevant characteristics and criteria of any preceding or lower level(s). Level four requires Employees with appropriate and highly developed skills and knowledge gained in a specific area due to their work experience and/or formal qualifications. Employees will have well developed interpersonal skills and display appropriate levels of confidentiality, discretion and judgement in their specific work areas. Work may involve the provision of advice; service or support to a range of internal and external stakeholders requiring knowledge of policies and/or the interpretation of rules or regulations within the Employee's area of operation. Employees may assist in developing policy and procedures relating to their work area and identifying future trends. High level communication skills will be required. Work is carried out with general or broad guidance on progress. At this level officers may be responsible for the supervision of staff in all lower levels and may be responsible for the planning and management of the work of others including work teams. Employees may also be responsible for training staff through instruction and practical demonstration.
- All necessary experience is gained either on the job, through previous employment or the attainment of a diploma and/or degree level qualification. Tertiary qualifications at a minimum level of Associate Diploma/Diploma level or its equivalent or such knowledge, qualifications and experience that are deemed by the School as necessary to successfully carry out the duties of the position.

LEVEL CLASSIFICATION REQUIREMENTS: continued

- Employees will have a highly developed knowledge of the organisation and industry and highly developed skills (e.g. at the technician level) in their area of expertise. They will use judgement and initiative regularly in order to complete the tasks assigned to them. They will competently handle the supervision requirements of the role. A range of technical knowledge and/or skills are applied to roles and functions in both varied and highly specific work contexts. Competencies at this level are normally used independently within both routine and non-routine work situations.
- Supervision and guidance will normally be exercised through a reporting structure. The position is responsible to the Principal, Head of a Department/Faculty or a higher level School Officer or Senior academic staff for the day to day performance of duties. The measurement of performance at this level is made against defined targets.

Specific Skills and Duties of Administration Stream:

The skills and duties below are not an exhaustive listing and must always be read in the context of the complete summary characteristics of this level four as detailed within the current Queensland Anglican Schools Enterprise Agreement.

1. Data entry and use of proprietary applications at a higher level of skill than level 3.
2. Administration (including secretarial, personal assistant etc.) skills higher than Level 3.
3. Check and supervise work of general office staff to ensure accuracy and timely completion of tasks.
4. Subject to the ultimate authority of the Principal or delegate, operate and maintain student reporting systems for external agencies – this will require detailed knowledge of the requirements and procedures of those agencies (e.g. QSA).
5. Assist with management and organisation of activities of the School.
6. Prepare internal and external School communications (may include promotional and advertising materials) using advanced skills, (in hardware and/or software applications) as required by the job description.
7. Provide advice to others requiring knowledge of policies and/or the interpretation of rules or regulations within their area of operation.
8. Assist School management in developing policy and procedures relating to their work area and identifying future trends.
9. Control the purchase and storage function of the department.
10. Coordination of and participation in project plans relating to their work area which may include some initial drafting of such projects (e.g. marketing, media liaison, governance support).
11. Subject to the ultimate authority of the Principal or delegate, supervise the operations of the School's processes and activities in relation to overseas students, including enrolment, family liaison and placement.
12. Work with and assist School Management in relation to issues associated with work area and work responsibilities and accountabilities.

KEY ACCOUNTABILITIES:

- ***Camps, Outdoor Education & Overseas Tours***

- Administration and practical preparation for Years 4-10 Camps and excursions as applicable;
- Administration and practical preparation for Service Learning Development activities including, but not limited to Vanuatu Outreach, World School, Borneo Expedition etc
- Purchasing of resources and materials, compilation of teacher packages, permission forms;
- Work in collaboration with internal and external stakeholders to ensure the effective preparation and running of events including, but not limited to;
 - Liaison with camp providers
 - Liaison with St Pauls' School; Risk and Compliance officer and School Nurse
 - Preparation of communication for students, parents / guardians
- Participate in Outdoor Education Program as appropriate (eg. camps).

- ***Service Learning***

- Handle money/donations from various fundraising events;
- Purchase resources and materials;
- Liaise with service opportunity providers and charities;
- Administration for Service Learning projects (including marketing and communication with Service Learning Committee members).

- ***General Duties***

- Maintain diary for School Chaplain, schedule appointments with students, staff and external providers and monitor phone calls;
- Work with School Chaplain in tracking budget information;
- Perform general photocopying and filing tasks;
- Prepare documents and correspondence using Microsoft Office (Word, PowerPoint, Excel);
- Administration for in-house International School Outdoor Education and Cultural Experience;
- Type and distribute minutes for Service Learning meetings;
- Assist in the set up and clean up associated with Service Learning activities, including involvement in the completion of Service Activities as appropriate;
- Produce marketing and archival footage for Service Learning activities for promotional purposes (eg. video journals of camps and services activities).

General Secondary School Support

- Assist with special events planning, including Celebration of Achievement (assist with management of function on all levels; collate award winners from various sectors; collaborate with the Administrative Assistant – Student Wellbeing and Extra-Curricular Co-ordinator to plan this event and action these tasks);
- Collaborate with other Student Wellbeing Team admin staff to organise catering and set up for "All Staff" functions, as required, including Staff End of Term gatherings, Staff Beginning of Year breakfasts and morning teas etc.;
- From time to time, and in various ways, assist other Student Wellbeing Team admin staff.

Relief School Receptionist Duties – Tooth Building

- Provide relief as the School Receptionist in the Tooth Building, **as operationally required**.
- Carry out the relevant School Receptionist duties, as applicable for the relief period involved, **as detailed on page four**.

Other - Additional duties as allocated by the Principal.

RELIEF DUTIES AS THE "SCHOOL RECEPTIONIST" - TOOTH BUILDING

As operationally required, carry out the relevant duties as applicable for the relief period involved.

Student Services

- Assist Secondary School students at Tooth Reception by responding to queries and meeting their requirements;
- Effectively manage information flow in a busy reception environment, including external calls, enquiries and messages for staff, parents and students;
- Greet guests and students at Tooth Reception;
- Screen enquiries for staff;
- In conjunction with the "Administrative Assistant – Print Room & Infirmary", maintain up-to-date records regarding student absences during the day;
- Arrange late/early departure data entry;
- Register student assignments;
- Deliver messages to students on behalf of parents.

Switchboard

- Answer the Tooth Switchboard in a timely, professional and welcoming manner and provide assistance and accurate information, in response to enquiries for both St Pauls School and St Pauls International School;
- Redirect calls to the relevant Senior Leaders, Teachers and Associate Staff;
- Forward telephone messages to staff via email;
- Ensure the Reception area is maintained at a high level of cleanliness and a professional standard of presentation.

Visitor Reception

- Greet guests at Tooth Reception to meet with their requirements in a timely and professional manner;
- Ensure all visitors follow appropriate sign-in and sign-out procedures when visiting the School;
- Distribute keys to Contractors and maintain Key Register at Tooth, accordingly.

Administration

- Attend to incoming deliveries and organise couriers in the absence of the Logistical Support Officer;
- Check numerous incoming email messages frequently each day and forward to relevant staff, or respond as appropriate;
- Sort and distribute mail and inter-office mail;
- Maintain a daily spreadsheet record of all St Paul's School outgoing mail;
- Ensure that Relief Reception staff is kept informed of Tooth Reception procedures and kept up-to-date with daily messages;
- Organise bookings for Meeting Room One (Ground Floor, Tooth), as requested by staff;
- Assist other staff with general office duties, as approved by the Manager of Operations;
- Assist other administrative staff with mailouts and mail distribution from time to time;
- Track students' whereabouts and obtain information from TASS, particularly those students who are missing from class without explanation;
- Input all student absentees as advised by parents via phone and website;
- Regularly maintain the Staff Emergency Evacuation List to ensure it is accurate and up-to-date.

Other

- Provide relief for Infirmary for minor ailments only, as required. (This does not include administering medication or providing part time or full time relief when the "Administrative Assistant – Print Room & Infirmary" is unavailable or absent).
- Additional duties as allocated by the Principal.

KEY SELECTION CRITERIA:

Qualifications and Experience

- Current First Aid Certificate;
- No formal qualifications are required for the position. However, experience and/or qualifications in Outdoor Education, and other similar training/credentials (eg. Canoeing Instruction, Remote First Aid, High and Low Ropes) would be highly desirable.
- Experience working in a school setting would be an advantage;
- Experience using The Alpha School System (TASS) would be an advantage.

Essential Skills and Requirements

- Preparedness to attend overnight camps and participate in other experiential learning activities;
- Preparedness to supervise small groups of secondary students;
- A professional and courteous phone manner;
- A high level of organisational and interpersonal skills;
- A high level of communication, written and verbal skills;
- Ability to find solutions through creative thinking and collaboration;
- ICT proficiency;
- A service ethic;
- Ability to work to deadlines;
- Ability to work effectively with minimal explicit direction and supervision;
- A willingness to be a member of a team and to work collegially with other staff members;
- High level of professional standards and conduct;
- Willing support for the Anglican Ethos of the School;
- Possession of a current Blue Card (Working with Children Check by Blue Card Services). This is non-negotiable. The successful candidate must have a current Blue Card before commencing work at the School;
- Agree to undergo a Criminal History/Police Check conducted by the School;
- Agree to be checked against the Anglican Church's National Professional Standards Register;
- **Must be an Australian resident and eligible to work in Australia.**

Criminal History Checks

- The School will conduct a Criminal History/Police Check on the successful applicant;
- The offer of this position is subject to the successful outcome of the Police Check and the possession of a current Blue Card (Working with Children Check by Blue Card Services);
- Should the Police Check or Blue Card reveal a negative outcome, this position will be immediately withdrawn.

AUTHORISATION:

I hereby agree that this Position Description accurately reflects work requirements.

Acting PrincipalJohn O'Sullivan Williams

Name

Signature_____
Date**Administrative
Assistant –
Service & Experiential
Learning**_____
Name_____
Signature_____
Date

ATTACHMENT – ST PAUL’S SCHOOL

ETHOS STATEMENT

The School’s Purpose is “to prepare resilient, global citizens, who are innovative thinkers, with a heart for servant leadership.”

The School’s Vision is “Transforming educational thinking and practice.”

The School’s Values are:

By **Faith** and by **Learning** we strive to grow in **Community** with God and each other, valuing each person and celebrating individual excellence.

We value Faith believing where:

- Each person is a unique creation of a loving, redeeming God and able to be empowered and sustained by the Holy Spirit through the teaching and life of Jesus Christ.
- Each person can have a relationship with God, through Jesus Christ, demonstrated by modeling one’s life on Christ, serving others and participating in the traditions and practice of the Anglican Church.

We value Learning where:

- Students are encouraged and supported as they strive to reach their intellectual, creative, physical, social, moral, emotional, and spiritual potential in a balanced and disciplined way.
- Students fully explore a range of topics, themes and concepts which have relevance, real-world application and a focus towards the future.
- A variety of student dispositions to learning are fostered through our learning frameworks which are embedded from PP-12 across all Learning Areas.

We value Community where:

- Students, staff, and families support the aims, purpose, and mission of the School and serve one another using their God-given gifts.
- Students, staff, and families grow together in faith and learning, promoting love, justice, and mercy - at home, at School and in the wider world.
- Students remain connected to the St Paul’s community when they graduate, through a vibrant Past Students’ Association.

SCHOOL EXPECTATIONS

All employees are bound by the requirements of the School's policies and procedures as they apply from time to time, and are expected to act with integrity, and in a way that demonstrates a proper concern for the public interest expressed with a framework of a Christian educational organisation.

As such, employees at St Paul's School are expected to embrace the following statements.

As well as comply with all federal and State legislation as they apply from time to time as well as any relevant Canon Laws or Diocesan policies.

Much of the information gleaned by employees during the course of their duties is confidential and should be treated as such. Employees shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly and cause harm or detriment to any person, body, or the School.

Proof of qualifications as well as a disclosure on any matter which may affect your employment in this position will also be required prior to commencement.

LEADERSHIP EXPECTATIONS

"If a leader's actions are driven by service and dedication to a cause or a relationship then they are a servant leader."

Leadership at St Paul's is based on the philosophy of individual and School "wholeness", collaboration, teamwork and transparent decision-making. The model of leadership reflects the values central to St Paul's School, that of Faith, Learning and Community.

Leadership Principles underpinning the Leadership at St Paul's:

- St Paul's School leadership structure is **student-centred** and reflects our agreed values of Faith, Community and Learning.
- The leadership structure is **learning-centred** for both students and staff, providing opportunities for open and transparent communication and decision-making.
- Collaborative leadership based on teams enabling of ideas to be brought forward by anyone through a variety of formal and informal routes (everyone's voice deserves to be heard).
- Education of the whole person in which the intellectual, spiritual, emotional and physical development are all-important and integrated.
- The importance of creating an environment which encourages high academic achievements at senior levels by ensuring appropriate methodologies and subject content.

ANGLICAN SCHOOLS COMMISSION - STATEMENT OF COMMITMENT

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God
- Every child: loveable and loved, unique and unrepeatable
- Outstanding education for the flourishing of people and the good of community

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practised.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and
- respond to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.
