



Pymble Ladies' College

POSITION DESCRIPTION

Title: **Co-Curricular Administrative Assistant**

Reports to: **Head of Co-Curricular Administration**

POSITION SUMMARY

The Sport and Activities Department facilitates Co-Curricular programs across three distinct portfolios within all five schools at the College; Sport, Extended Learning and Performing Arts. The Co-Curricular Administrative Assistants, as part of the Co-Curricular Administration Team, are responsible for supporting the administration, communication and facilitation of these portfolios.

ROLE RESPONSIBILITIES

1. Facilitate Aspects of the Co-Curricular Portfolios

- 1.1 Work with Co-Curricular program staff in the development of consistent processes, timelines and procedures.
- 1.2 Complete the full range of administrative tasks as directed by the Head of Co-Curricular Administration and relevant portfolio Directors.
- 1.3 Provide support in the co-ordination and production of resources required to sustain the immediate, short and long range administrative needs of the Sport and Activities Department.
- 1.4 Work collaboratively with the Head of Co-Curricular Administration and the other Co-Curricular Administrative Assistants on all administrative tasks required to facilitate the Co-Curricular programs at the College.
- 1.5 Maintain the various systems and network folders used within the Sport and Activities Department.
- 1.6 Provide support for Co-Curricular staff in the development of processes and quality resources to enhance effectiveness.
- 1.7 Facilitate the Co-Curricular uniform, first aid and trophy management processes in consultation with the Head of Co-Curricular Administration and portfolio Directors.

2. Communication

- 2.1 Facilitate the communication pathway in and out of the Co-Curricular Department, including the production of documents, handbooks, newsletters, phone calls, and electronic forms of communication.
- 2.2 Facilitate open lines of communication with all Co-Curricular staff including the portfolio Directors.
- 2.3 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

3. Risk and Compliance

- 3.1 Report directly to the Principal on any matters relating to child protection.
- 3.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

4. Professional Learning

- 4.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

PERSONAL CAPABILITIES

- Display a willingness to support the ethos and values of the College.
- Display a willingness to work productively and collaboratively as a member of a team.
- Typing skills that reflect a minimum typing speed of 70 WPM.
- Ability to demonstrate accuracy and attention to detail in the preparation of materials both hard copy and electronic.
- Possession of an intermediate knowledge of MS Office with an emphasis on MS Excel, MS Word and MS Outlook.
- Willingness and ability to adopt a flexible approach to work tasks and manage changing priorities.
- Well-developed communication skills, including written and interpersonal skills that enable the development of positive relationships based on respect and trust.
- Knowledge of and interest in Co-Curricular Programs, preferably in a school context.