



Pymble Ladies' College

POSITION DESCRIPTION

Title: **Co-Curricular Administrative Assistant – Performing Arts**

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

POSITION SUMMARY

The Co-Curricular Department facilitates all College Co-Curricular programs across five distinct portfolios within all five schools at the College; Sport, Extended Learning, Performing Arts, Experiential Education and the Aquatic and Fitness Centre. The Co-Curricular Administrative Assistant – Performing Arts, as part of the Co-Curricular Administration Team, is responsible for supporting the administration, communication and facilitation of the Performing Arts portfolio, whilst also assisting across all portfolio areas.

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 the Director of Performing Arts.
- 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 Co-Curricular 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 Co-Curricular 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.

1.8 Facilitate and support the co-ordination and management of Performing Arts events.

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.