



Pymble Ladies' College

POSITION DESCRIPTION

Title: Middle School Administrative Assistant – Projects and Events

Reports to: Middle School Academic Administration Co-ordinator

POSITION SUMMARY

The Middle School Administrative Assistant – Projects and Events is accountable to the Head Middle School in all aspects of the position. The position is an administrative support position in the provision of high-quality information, administrative and support service to facilitate the achievement of organisational goals. The Middle School Academic Administration Co-ordinator will allocate tasks and functions appropriate to the daily, mid and long range administrative and management needs of the School.

ROLE RESPONSIBILITIES

1. Provide administrative and functional support to the Middle School

- 1.1 Email correspondence to parents regarding events and student records.
- 1.2 Collect and supply information for Student Reports.
- 1.3 Assist Marketing with organising Parent Group events.
- 1.4 Perform reception relief when required.
- 1.5 Assist visitors and enquiries on the phone and face to face where required.
- 1.6 Provide information regarding the College to students, parents and colleagues.
- 1.7 Attend to and attempt to resolve in collaboration with the team administrative enquires.

2. Event and Project Management

- 2.1 Plan and organise Middle School key events for example: vaccination program, outdoor and education programs, student learning, parent information evenings, transition program, orientation days etc.
- 2.2 Follow and develop program management and risk assessment documents to support Middle School projects and events.

- 3. Follow effective processes that will enable accuracy and efficiency in the preparation, proofing and editing of documentation, correspondence and information**
- 4. Facilitate the development of materials for key operational areas**
 - 4.1 Complete tasks and functions for key operational areas as coordinated by the Head, Deputy Head of Middle School and Heads of Year
 - 4.2 Accept responsibility for the application of quality control processes to ensure the production of high quality outcomes.
 - 4.3 Meet deadlines for all documentation and advise the Head or Deputy Head of Middle School if there is a delay in meeting timelines.
- 5. Communication**
 - 5.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.
- 6. Risk and Compliance**
 - 6.1 Report directly to the Principal on any matters relating to child protection.
 - 6.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.
- 7. Professional Learning**
 - 7.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.
- 8. Other duties may be required from time to time**

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College
- Typing skills that reflect a minimum speed of 60wpm
- Ability to demonstrate accuracy and attention to detail in the preparation of materials both hard copy and electronic.
- Proficiency with a variety of software applications and databases with an emphasis on MS Outlook MS Word, MS Excel and Edumate.
- Willingness and ability to adopt a flexible approach to work tasks and to manage changing priorities.

- Willingness and ability to work productively and effectively in a team to achieve shared goals.
- Ability to communicate with students in a compassionate and personable way.
- Well-developed communication skills, including written and interpersonal skills that enable the development of positive relationships based on respect and trust.