



Pymble Ladies' College

POSITION DESCRIPTION

Title: Administrative Assistant - OSHC

Reports to: OSHC Co-ordinator

POSITION SUMMARY

The Administrative Assistant - OSHC reports to the OSHC Co-ordinator. This role provides administrative support to OSHC team in an effective, efficient and professional manner. The OSHC Co-ordinator will allocate tasks and functions appropriate to the daily, short and long range administrative needs of the College.

ROLE RESPONSIBILITIES

- 1. Provide administrative and functional support to the OSHC Team**
 - 1.1 Provide administration support to the OSHC team.
 - 1.2 Screen telephone enquiries, mail and email correspondence and redirect as appropriate. Distribute information considered appropriate in a professional and confidential manner.
 - 1.3 Liaise with parents, students, other school personnel and members of the public as required.
 - 1.4 Follow direction and instructions of the Nominated Supervisor and Senior Educators.
 - 1.5 Attend OSHC program social or community events as required.
 - 1.6 Communicate information regarding the service and its policies accurately to families and members of the public.
 - 1.7 Respond to enquiries, providing accurate information and appropriate referrals in a timely, friendly and courteous manner, promoting a positive image of the program at all times.
 - 1.8 Refer all family concerns to the Nominated Supervisor as appropriate.

2. Communication

- 2.1 Cooperate and work collaboratively, with families, ensuring regular communication regarding the care and specific needs of their children and ensuring families feel comfortable and encouraged to become involved in the service.
- 2.2 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.

5. Other duties may be required from time to time

PERSONAL CAPABILITIES

- Willingness to support the ethos and values of the College
- An understanding of, or experience with Child Care Management Systems. Knowledge of Kidsoft would be advantageous.
- Ability to demonstrate accuracy and attention to detail in the preparation of materials both hard copy and electronic.
- Experience with Microsoft applications with an emphasis on Word and Excel.
- Willingness and ability to adopt a flexible approach to work tasks and to manage changing priorities.
- Well-developed communication skills, including written and interpersonal skills that enable the development of positive relationships based on respect and trust with students, parents, staff and the local community.