



## Office Administrator (Permanent Part-time)

*Position available for immediate start or by negotiation*

### Our School

The Anglican School Googong is the only school in the Queanbeyan district which will offer children an ELC to Year 12 education. It is the first school of any type in the township of Googong, located just south of Queanbeyan and half an hour's drive from the centre of Canberra. When fully developed, Googong will have a population of 16,000 and the School will have a student population of 1100.

The Anglican School Googong is located on a prominent, attractive 5.4 hectare site near what will become the Googong town centre. The School commenced with ELC – Year 2 in 2015 with Kindergarten - Year 4 in 2017, then starting in 2018 we will have Year 5 and in 2019 Year 6. Year 7 will commence in 2018 then adding one year at a time until our first Year 12 students graduate in 2023.

The School provides all the lifestyle benefits of being a country school, combined with all the features of a modern city school, giving children the best of both worlds. Students have access to a wide range of facilities at the School including: classrooms that allow flexibility and engagement; playgrounds and ovals; outdoor learning areas; and kitchen gardens.

The School has nearby access in Googong to: ovals, playgrounds, parks, tennis courts; a swimming pool; natural bushland; recreational and historical areas.

### Educational Context

The Anglican School Googong is a caring Christian educational community of excellence in the Anglican tradition where authentic learning is at the heart of the school – where students know how to learn and where personal effort and achievement is valued and celebrated. This is a school where the students:

- Know and discover – to find and explore the wonder in the world around them
- Understand and dream – to dare to make a difference for themselves, their community and their planet
- Grow in faith – to use God's gifts to be the best they can be.

A rich and invigorating learning environment for learners of all ages is being created. This is built on strong relationships between staff, students and parents. This relationship is based upon a shared trust, and love of learning. The school is designed to ensure that we provide an exciting and flexible environment at the forefront of learning as we prepare students for the 22<sup>nd</sup> century.

The learning spaces have been designed so the students can make the most of their learning opportunities. They are flexible, open, modern, practical and more importantly *a reflection of the real world*. There are no desks in rows, chalk boards on walls or teachers standing in front of classes. The teachers play an active role as guides, mentors and experts working with the children. At The Anglican School Googong, the students discover for themselves and make meaning of the world around them every single day.

## The Role

The Office Administrator is the primary point of contact for enquiries and requests in the School with students, parents and members of the wider community.

As the first point of contact for the School all enquiries and requests need to be dealt with efficiently, politely and sensitively within a context of confidentiality.

The desired candidate must have the following:

- Ability to multitask and remain calm under pressure
- Ability to prioritise under pressure and work with constant interruptions
- Strong customer service work ethic
- Strong interpersonal skills with both students and adults
- Strong communication skills both verbal and written
- Strong computer skills
- Ability to work as part of a team
- Act within the best interests of the School and maintain privacy for confidential matters
- Current First Aid Qualifications

It will be an advantage to have:

- School administration experience
- Experience with administrative databases

## Key Areas

### Receptionist

- Answering the phone and dealing with general enquires
- Maintaining the visitors book
- Taking delivery of goods, checking off invoices and notifying staff of the goods that have been received for collection
- Checking the answering machine and email addresses and responding to messages and enquiries as required.
- Administering first aid or medication to students and maintaining appropriate records (current First Aid qualifications required)
- Maintain attendance records and follow up on absences

### Personal Assistant

- Support the Principal in administrative tasks as required including acting as minute secretary for executive meetings
- Maintain the Principal's calendar
- Provide clerical support to the Executive staff of the School
- Assist with the preparation of reporting to Government, Diocese and other agencies as required

## Communication, Marketing and Events

- Prepare and distribute School communications such as the Newsletter and weekly updates
- Assist with the preparation of, and where required undertake marketing activities
- Prepare and submit articles to the local media in conjunction with the Principal
- Assist with the preparation and maintenance of the School calendar
- Maintain and update the website and intranet
- Assist with the preparation and organisation of School calendar events

## Registrar Support

In conjunction with the Registrar, manage all of the processes and procedures around enrolment of students into the School, via the School database, Synergetic

- Respond to initial enquiries from parents and maintain these in Synergetic
- Accept and acknowledge receipt of Enrolment Registration forms and payment
- Maintain the enrolment register for Future Students in Synergetic
- Arrange and manage pre-enrolment interviews and the offer of enrolments
- Process and manage all enrolment acceptances in Synergetic
- Move 'future students' to 'current students' and inform staff of new students and families as they commence at the school

## Administrative Support

- Assist with the administration of recruiting staff and prepare payroll documentation to be forwarded to Anglican Diocesan Services
- Maintain staff HR records in Synergetic
- Administration of WorkCover claims
- Assist in maintaining School policies and documents for use by the School using the style guide
- Maintain the key register and security code allocations
- Ordering of stationery and general supplies
- Process creditor invoices in Synergetic

Any other duties as may be requested by the Principal.

## Experience, Knowledge and Attributes

- Capacity to make a real difference in shaping and supporting the administrative functions in a growing Christian educational community of excellence.
- A sharp and progressive focus on quality of service.
- An in depth knowledge and understanding of the administrative functions performed in a School.
- Committed to on-going professional development.
- Interpersonal skills so as to have a positive rapport with students, staff and parents.
- Highly effective communication skills for dealing with students, staff, parents and the broader community.
- Organised, energetic and self-directed.
- Resilience and a keen sense of humour.

## Application Requirements

Applicants will be required to provide all of the following and **must not exceed 10 pages** in total.

### 1. Personal Details

- Full name
- Address, telephone numbers (including mobile) and **confidential email address**
- Names and contact details of 3 referees

### 2. Candidate's Statement

A brief Statement of Application (no more than two pages) outlining what the candidate feels she/he will bring to this position, and what she/he will expect to accomplish in the role.

### 3. Response to each of the Key Areas

Candidates are asked to respond to the Key Areas, taking into account experience, past roles and expertise.

### 4. Curriculum Vitae, covering:

- Positions held (including details of present position), dates, scope of responsibilities and key achievements
- Details of education and professional training and qualifications
- Any other relevant information, such as involvement in professional and community activities

## Other Essential Requirements

### Right to Work In Australia

Applicants must be Australian Citizens or hold a current and valid working visa. The School will not consider sponsorship nor support a visa application process. Please do not submit an application if you cannot meet this requirement.

### Working With Children Check

In keeping with the School's policy and legislative requirements, any offer of employment is subject to you providing a satisfactory Working With Children Check Clearance Number prior to commencing employment and maintaining this for the duration of your employment.

Applications close 5.00pm Friday 10 February 2017 and are to be submitted electronically as a **single PDF document** to the Principal: [principal@tasg.nsw.edu.au](mailto:principal@tasg.nsw.edu.au)

The successful candidate will be required to commence as soon as possible by negotiation.

## Further information:

The Office Administrator role is a permanent part-time position with the normal hours being 8.00am – 4.00pm four days per week. You will be required to work 42 weeks per year. This will include 38 weeks during school term time and an additional 4 weeks during the school holiday periods.

The successful applicant will be employed under the *Independent Schools NSW (Support and Operational Staff) MEA*. Your ongoing employment will be subject to the probationary procedures as set out at the time of your employment.

Salary offered will be commensurate with the qualifications and experience of the successful applicant.

All confidential enquires relating to this future position should be directed to the Principal at:

E: [principal@tasg.nsw.edu.au](mailto:principal@tasg.nsw.edu.au)

P: +61 2 6154 9400