



GEORGIANA MOLLOY ANGLICAN SCHOOL
BUSSELTON WESTERN AUSTRALIA
Position Description

POSITION DETAILS

Position Title: Administrative Assistant – Secretarial Support to Deputy Principal and Business Manager

Group: Administration

Supervisor: Deputy Principal and Business Manager

Date last reviewed: June 2018

DUTIES AND RESPONSIBILITIES STATEMENT

The Administrative Assistant – Secretarial Support to the Deputy Principal and Business Manager position is a highly valued and integral part of the GMAS community.

Under the direction of the Deputy Principal and Business Manager, the Administrative Assistant is responsible for providing secretarial support to the Deputy Principal and Business Manager, while maintaining and updating school policies and any other duties as requested by the Deputy Principal and Business Manager. The team strives for a holistic approach in all areas of the school.

Remuneration reflects the current Anglican Schools' Commission Enterprise Bargaining Agreement and is commensurate with experience and expertise.

The broad duties and responsibilities of the role can be found below.

Philosophy and Professionalism

- Actively support the mission of a Christian school in the Anglican tradition through your professional and personal example both in and out of the school.
- The desire and ability to actively build and nurture school/family partnerships and to build “community” in the school. Be willing to support the Marketing Plan of the school in the recruitment of students wherever possible.

Initial _____ Date _____

- Actively support the mission and policies of the Anglican Schools Commission (Inc) and consistently espouse this mission in your daily interactions with all stakeholders in the Georgiana Molloy Anglican School community.
- Show an excitement for and a willingness to be flexible, patient and to competently perform a wide range of tasks consistent with that of an independent school.
- Dress appropriately as an independent school staff member. In accordance with school policy, all GMAS staff must wear “business” attire rather than “casual” attire. This includes ties for men and a similar business standard for women. Administration staff are required to wear their administration uniform. Open footwear (sandals) are not permitted.
- Be well presented, well spoken, and an ambassador for the school through your personal demeanour. React professionally rather than emotionally to issues that occur.
- Openly, honestly and actively discuss issues of concern through the appropriate channels on campus, but maintain the strictest confidentiality and liaise in a professional way at all times when mixing with people (particularly GMAS parents) off campus. Present a positive image about the school in the public sphere at all times.
- Comply with all Child Protection legislation.
- Maintain the strictest confidence in dealings with staff, parents, and the wider community in relation to sensitive and confidential issues from the Principal and other School Executive offices.

Duties and Responsibilities (Secretarial Support to Deputy Principal and Business Manager)

- Reports to Deputy Principal and Business Manager
- Secretarial support to Business Manager / Deputy Principal
- Maintain the Business Manager’s and Deputy Principal’s diaries
- Manage emails for the Business Manager
- Coordinate Re-registration of the School
- Maintain Staff Directory, Staff Handbooks and other communication channels
- Assist reception, switchboard and student services where necessary
- Assist the Assistant Business Manager with the preparation of annual booklists for the school
- Maintain and update school policies
- Prepare and maintain School calendars – staff and parents
- Keep records of internal PD days / agendas of activities
- Prepare maps, name cards, and data for Parent Information Evenings
- Maintain staff photo board
- Any other duties as requested by the Business Manager and Deputy Principal

Initial _____ Date _____

