

QUALIFICATIONS

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

CHARACTERISTICS

The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of roles and tasks in a variety of contexts, where there is some complexity in the extent and choice of actions required. Competencies are within routines, methods and procedures. Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under limited supervision and work may be checked in relation to overall progress. Work may take the form of broad guidance and may involve a level of autonomy when working in teams.

An employee in this position may have limited responsibility for guidance of the work of others. Peer assistance may be provided to others. Team co-ordination may be required.

TYPICAL DUTIES/SKILLS

Typical duties performed include, but not limited to:

- Carry out a wide range of secretarial and clerical duties at an advanced level, including shorthand, typing, word processing and maintaining manual and computerized records.
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.
- Within routines, methods and procedures: provide administrative support to senior management; arrange appointments and diaries; and prepare correspondence.
- Assist in the preparation of internal and external publications.
- Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.
- Draft and type routine correspondence from brief oral or written instructions. Respond to requests for information including drafting routine correspondence in reply.
- Make and record appointments on behalf of another and, where necessary, resolve involved appointment scheduling problems.
- Assist with various administration and non-administration tasks, working with the HOD of Sport and Health and Physical Education.
- Other duties as directed by the Business Manager/Principal.

AUTHORITY LIMIT

Full Authority is delegated from the Business Manager/Principal to produce the desired outcomes.

Expenditure of funds connected with the position is under the control of the Business Manager/Principal in conjunction with the Leadership Team.

REPORTING AND OTHER RELATIONSHIPS

The role holder is responsible to, and reports on, all aspects of the role to the Business Manager/Principal. Relationships of significance exist with other teachers, specialists, specialist staff and volunteers.

Award:

Administration Employee Stream
School Officer Award
Level 3

Status of Position:

Term Time

Hours:

15 hours
(days and times to be confirmed)

Capability of performing the following tasks in this position, but not limited to:

- Ensure the HPE storage sheds well organized and maintained
- Ensure the gym is well organised and maintained
- Stocktaking to help with ordering and rotation of old equipment
- Providing administration support in the way of photocopying, laminating and data entry
- In consultation with HOD of Sport and HPE, manage and perform routine maintenance to ensure all HPE equipment is maintained in good working order
- where required organise servicing on a regular basis of equipment including maintaining appropriate log books/maintenance records for all equipment;
- Assist with the organisation of inter house sport carnivals;
- Assist Fitness teachers in the support of students with physical impairments and learning difficulties
- Provide assistance to HPE staff and grounds staff with the set-up and pack-up of sporting carnivals and events both onsite and offsite;
- Provide assistance to Sport and HPE staff with the set-up and pack-up of equipment for various programs;
- Provide practical support to HPE staff with students participating in offsite Sport events when required;
- Other duties as requested by the Business Manager/Principal.