



**Penola**  
CATHOLIC COLLEGE  
EST. 1995

## Position Description

<b>Position Title</b>	Administration Assistant to the Deputy Principal, Teaching and Learning
<b>Classification</b>	Education Support Category C Level 2 (7 weeks annual leave)
<b>Employment Status</b>	Ongoing Full Time
<b>Reports to</b>	Principal, Business Manager and Deputy Principal, Teaching and Learning
<b>Updated</b>	April 2019

### About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

### Position Objective

The Deputy Principal Teaching and Learning is responsible for the curriculum needs of the College and facilitates the Heads of Learning as well as the provision of professional development for all staff.

The Administration Assistant is responsible for a wide range of administrative and secretary duties to assist the Deputy Principal, Teaching and Learning, and will need to exhibit a professional commitment and work within the confines of Privacy Legislation. The Administration Assistant needs to be flexible as work outside of normal hours may occur as well as attendance at various events. The Administration Assistant also needs to maintain the confidentiality of some of the information made available through the role and thus apply a professional approach in all matters pertaining to the role.

### Responsibilities and Accountabilities

- General typing, secretarial and administrative duties for the Deputy Principal, Teaching and Learning. This includes minute taking, distribution of minutes, preparation of meeting agendas, typing and photocopying for meetings, general photocopying, faxing, mailing, making appointments for and managing the calendar of the Deputy Principal, Teaching and Learning
- Meet with the Deputy Principal, Teaching and Learning to review the program for the week and establish allocated tasks.
- Process the professional development applications for staff, make bookings which can include travel bookings and arrange purchase requisitions to enable payments to be made promptly.
- Recording of professional development hours on Synergetic to provide annual certificates.

- Update MyPenola with relevant documentation as required including sending of alerts and adding Teaching and Learning dates to the school calendar.
- Liaise and coordinate Pre-Service teachers, complete all relevant documentation required and assist with the induction of Pre-Service Teachers on the Broadmeadows Campus.
- Ensure all Pre-Service paperwork is provided to accounts so that Penola teaching staff are paid promptly for their Pre-Service teacher work.
- Meet and greet of guests, speakers and Pre-Service teachers.
- Preparation and production of the College Curriculum Handbooks.
- Preparation of documentation and various forms for curriculum proposals, resubmissions, excursions, subject selection, accelerated pathways, VCAL and VES.
- Preparation and organisation of professional development days including hospitality provision, set-up and clean up.
- Administrative duties and set-up required with Naplan.
- Assist and set-up for Senior Information evening.
- Support the Deputy Principal, Teaching and Learning with the requirements for provisionally registered teacher to become fully registered through VIT.
- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries
- Provide assistance to parents and perspective parents with enquiries
- Any other duties as directed by the Principal or Principal's nominee (eg Deputy Principal Head of Campus and or Business Manager)

### Experience and Qualifications

- Extensive knowledge and experience in administrative duties, including minute taking, preferably in a school environment
- Excellent communication and customer service skills, with the ability to tailor information and explanations to a range of people, in an effective and confident manner, dealing with challenging behaviour firmly but politely
- Undertakes finely detailed work in a precise and accurate manner
- Demonstrates commitment to the objectives of the work area and the College and shows considerable drive and effort in achieving work targets
- Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
- First Aid Level 2 qualifications desirable.
- Proactive and self starting, taking responsibility for own actions
- Experience in Microsoft Office Suite, Outlook, CareMonkey and Synergetic.
- Accepts new and different situations as a matter of course and effectively meets new challenges
- Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use
- Be able to do repetitive and/or menial tasks when required.
- Cooperate effectively within a team and work collaboratively to achieve work plan and goals
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others
- Hold a current Working With Children Check and Police Record Check

- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

## Additional Information

### Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Professional relationship with others
- Reflection on the professional duties performed
- Reflection and report on appropriate training / inservicing done in support of the role
- Time Management in the fulfillment of the role
- Organisational skills and competencies used in the aspects of the role
- ICT Skills used and developed in the role
- Successes/Challenges that the role encounters

### Meetings

Attend staff meetings and other meetings as required.

### Professional Development

Relevant professional development can be accessed by the Administration Assistant to the Deputy Principal, Teaching and Learning

## Employee Obligations

### Policies

All staff are employed under and abide by the *Victorian Catholic Education Multi Enterprise Agreement 2018* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

### Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.

### Employee Acknowledgement

I have read and understand the content of this position description and undertake to meet the Responsibilities and Accountabilities in an appropriate manner.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_