



PRINCE ALFRED COLLEGE

Role Profile **Administrative Assistant Preparatory School**

The Position:

To provide a highly professional and full range of administrative and support services to the Preparatory School. The Administrative Assistant plays a critical role in the effective and efficient administration of the School, providing a linkage between the three schools, staff and relevant internal and external contacts.

The position is required to manage a diverse range of tasks inclusive of scheduling and appointments, day-to-day operations, preparation, proofing and publishing correspondence through the College App, conducting document and information searches and support of official functions and logistics and providing first aid to students, including administering medications as required. This role is pivotal as one of the team who provides outstanding front-of-house welcome and service to internal and external visitors. Discretion and judgement are required in dealing with numerous confidential and sensitive issues.

Reports to:

Head of Preparatory School

Key Relationships:

Preparatory School Staff, students, parents, Health Centre and other Administrative Assistants.

Specific responsibilities include the following:

1. General

- Provide administrative support to the Preparatory School, and other staff as negotiated.
- Support the Executive Assistant in scheduling of appointments, meetings, functions, events and engagements.
- Support the effective operation of the Preparatory School office as a member of the administration team.
- Provide outstanding customer service and welcome at Preparatory School Reception.
- Support the Deputies with official functions and events as required, e.g. assemblies.
- Support the team by proactively offering services and assistance.
- Prepare and proof-read minutes, correspondence, reports and documents as required.
- Receive and assess incoming mail and emails, and provide appropriate draft responses as required.
- Maintain files and records to support easy retrieval of information and appropriate archiving.
- Monitor issues and work requiring the attention of the Head or Deputy Head of Preparatory School.
- Provide efficient and professional reception by telephone and in-person, and take enquiries.
- Locate and retrieve information as required.
- Prepare presentations using PowerPoint as required.
- Assist the Head and Deputy Head of Preparatory School with special projects and tasks as required.
- Other duties as directed by the Head of Preparatory School.

2. Stakeholder Engagement

- Liaise closely with a range of College staff.
- Foster effective working relationships with all staff and members of the College community.
- Interact with diplomacy and professionalism with a diverse range of internal and external stakeholders.
- Provide first aid to students and where appropriate liaise with the Health Centre in relation to student illness or injury.
- Coordinate the completion of required compliance forms for injuries and near misses.

3. Resources

- Identify and undertake relevant training and development.
- Foster a sense of team and pride in the provision of services, both internal and external.
- Coordinate short, medium and long term staff requirements for the Preparatory School during staff absences.
- Assist with the administration of College programs including TASS, SEQTA and other student requirements such as vouchers, tickets, ID cards, etc.
- Use resources effectively to minimise waste or duplication.
- Identify, analyse and coordinate areas of potential risk in conjunction with the Executive Assistant, Preparatory School.

Key Knowledge and Skills:

1. Excellent communication skills – a positive and encouraging interpersonal style; well-developed networking skills, professional writing skills and a strong customer focus.
2. Excellent time management skills and ability to prioritise workload, able to be proactive and demonstrate initiative.
3. Team player – a commitment to working collaboratively and constructively in a small team and taking responsibility for organising own work.
4. Well-developed computer literacy skills – highly competent abilities in Microsoft Office and Desktop Publishing.
5. An overriding commitment to, and high aspirations for, excellence and continuous improvement.
6. A high level of knowledge, imagination, passion, and belief in and for their field.
7. A sound awareness of College programs.
8. A capacity to engender a high level of respect from colleagues, a by-product of their hard work and professionalism.
9. A great capacity for engagement in professional learning through self-initiated involvement in various combinations of professional development activities, some provided by the College; others sought out by the individual.
10. A Senior First Aid qualification is essential.

Engagement:

41 weeks of the year (during school terms) and 37.5 hours/week, permanent, part-time.

April 2021