

2018



Kyabram P-12 COLLEGE

Position Description

Office Administration



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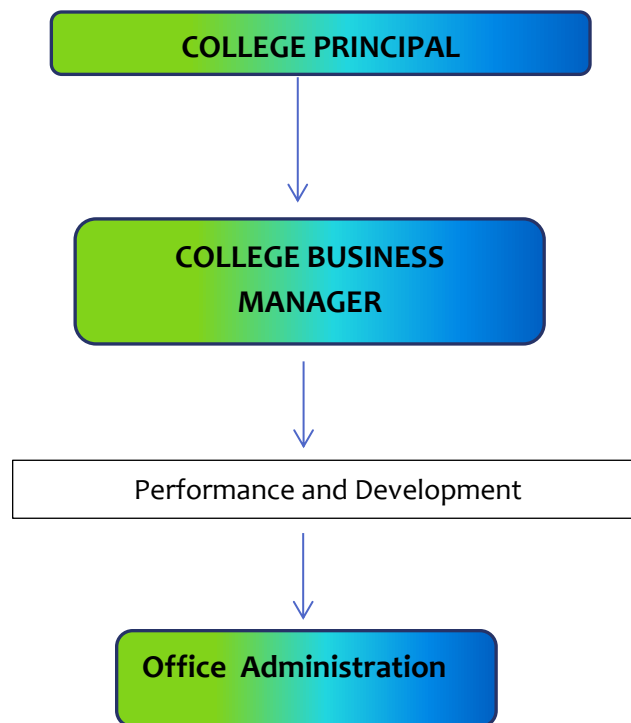
SPECIFICATION OF DUTIES AND CONDITIONS OF EMPLOYMENT

Position Objectives

The Office Administration Assistant will be required to provide a wide range of duties within the school's Administration team as well as providing effective support to students, staff and the wider College community.

Organisational Relationship

The Office Administration Assistant will be responsible to the Business Manager, who in turn is responsible to the Principal



Conditions of Employment

General

Undertakes routine tasks that are usually carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established and direction is readily available.

Work has little scope for deviation. Problems can usually be solved by reference to well documented procedures and instructions and clearly established practices. Deviation from established procedures will require reference to others for guidance and direction. Assistance is readily available when problems arise. An experienced employee at range 1 will exercise limited judgement within clearly defined guidelines and well established practices that relate specifically to the tasks performed.

Does not carry responsibility for the work of others. More experienced employees will provide basic guidance and advice to others relating to tasks within the work area.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Qualification requirements do not operate at range 1. Certification requirements may be required to legally perform specific tasks - e.g. driver's licence, first aid, safe food handling.

Dimensions of Work

- Perform routine administrative support, such as:
 - (i) preparing standard documentation and data entry that requires little or no manipulation of information and/or data
 - (ii) handling of customer enquiries and referral to appropriate personnel where appropriate
- Operate and instruct others in routine use of equipment and computer systems
- Prepare standard correspondence
- Provide routine customer service tasks such as reception, receipting payments and providing straightforward advice about the school
- Provide routine support tasks with respect to grounds and school maintenance
- Accountability relates directly to performance of allocated tasks
- Administrative support in a technical environment

The position is classified ES1.

8.15am to 4.36 pm Monday to Friday with 45 minutes for lunch.

This Job Description is subject to review with the College Principal.

SPECIFICATION OF DUTIES

The Office Administrator at Kyabram P-12 College undertakes the following duties:

General

- Undertake clerical and keyboard duties in support of the College administration function.
- Maintain, enter and retrieve data from the College's computer system.
- Preparation of correspondence, inventories, requisitions and other basic documents according to College procedures.
- Perform reception duties and customer focused service to the College and arranges interviews as required.
- Receipt moneys by cash register, count money and prepare banking documentation.
- The ability to adapt to new procedures and requirements as duties evolve
- Conduct/supervise the collection of data for the annual assets register audit
- Role model appropriate behaviour in line with the College Values of Respect, Responsibility, Resilience, Doing your Best and Community
- Take an active role in the ES Team and Administration Team.
- Other relevant duties as directed.