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 typing, word processing and maintaining manual and computerized records.
- Thorough knowledge of Microsoft Office Suites.
- A high level of accuracy in data entry.
- 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.
- Assist in the enrolment function including handling initial enquiries and arranging interviews.
- Under supervision, prepare Government and Statutory Authority returns for authorization by senior management.
- Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.
- Under direction and within routines, methods and procedures: draft agenda for meetings; assemble supporting documents for informal meetings;
- 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.
- Within routines, methods and procedures carry out liaison between the school, the student and the student’s family where some discretion and judgement are involved.
- Relieving in other positions within the College office as required.

**AUTHORITY LIMIT:**

Full Authority is delegated from the Principal to produce the desired outcomes.
Expenditure of funds connected with the position is under the control of the Principal in conjunction with the Leadership Team and/or the College Business Manager.

**REPORTING AND OTHER RELATIONSHIPS:**

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

**HOURS OF DUTY:**

Term time for 22 hours per week.