

Position Description

Administration Assistant - English

OVERALL PURPOSE OF THE POSITION

- To provide professional administrative support to the English Department.
- To be a liaison between the English Department and other Departments and staff within the School.
- To facilitate the smooth running of English Department programs of events both individual Departmental events and joint ventures.

PRIMARY DUTIES & RESPONSIBILITIES

- Provide administrative and secretarial support as required to the English Head of Department and Assistant Coordinators. This may include: the administration of teaching programs and resources, supporting assessment task distribution and collation, maintaining records, supporting the maintenance of mark books and reporting.
- Provide administrative and secretarial support as required for English co-curricular programmes (e.g. Noteworthy, English Access, Creative Writing Club)
- Preparation of Minutes and other resources for dissemination as required for English Department Meetings.
- Coordinate the bookings of meeting rooms and other English classrooms in the Kefford Building (Levels 3,4 and 5)
- Attending to staff professional development administration.
- Assist students with general enquiries (e.g. meeting their teacher outside of class, students submitting work to their teacher)
- Attending to the resourcing of the English Department, such as:
 - Ensure all textbooks prescribed are ordered in collaboration with the relevant Assistant Coordinator and ready for use in Term 1 each year or at point of need.
 - Maintain teacher resource library on Level 5
 - Manage provision of supplies including stationery, kitchen, catering, print room requests and Common Room deliveries.
 - Ensure printers on Level 4 and 5 are running efficiently for staff. Liaise with IT Central and Konica Minolta to resolve difficulties. Ensure paper, toners and staples are in stock. Ensure toner waste cartridges are disposed of correctly.
 - Liaise with maintenance when maintenance or cleaning work is required.
 - Ensure large (blue lid) recycling bin is replaced as and when required. Act as go-to person for Middle School students attending to recycling duties.

SPECIFIC AREAS OF RESPONSIBILITY

Accounts / Budget

- Order requisitions and reconcile accounts.
- Allocate expenses against relevant budgets.
- Coordinate rechargeable items for student billing, for expenses incurred outside budget allocation.
- Coordinate payments of invoices through Engage Finance and the Finance Services Department.

- Assisting with the Capital Expenditure budget in terms of sourcing quotes from providers and attending to organisational matters in relation to projects.

Functions/ Events

- Assist in the coordination and arrangements for a range of Departmental events including:
 - Excursions and Incursions.
- Other events as required by the English Department.

Other

There will be other duties that the Headmaster and/or the Head of Department may from time to time require.

CHALLENGES

- Prioritising the workload for the position given the diversity of responsibilities and expectations and competing demands of staff, students and parents.
 - Managing a significant database of students to provide timely, up to date information whilst maintaining a high degree of privacy and confidentiality.
 - Providing high quality and effective administrative support for all areas as required.
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OPPORTUNITIES

- The position has the opportunity for a person with initiative to review and continuously improve systems.
 - The position will be integral to maintaining up-to-date information and advice via the School's Information System (SIS).
 - The position will be an integral player in the English Department with opportunities to further develop skills and experience.
 - Day to day responsibility for the administrative tasks of the English Department and prioritise workload in regard to criticality and importance.
 - Responsible for the maintenance of an effective filing system and other related administration matters.
 - Management of correspondence on behalf of the Head of Department.
 - Coordination of relevant events in the school's calendar.
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SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Experience in providing administrative support at a senior level.
- Advanced administration skills in an educational context.
- Excellent interpersonal, oral and written communication skills, particularly with students and parents.
- Expertise in the use of information technology, across the Microsoft Suite and Barker Blended Learning platforms and use of e-mail and computerised school reports.
- Superior typing skills.
- Competence in the use of organisational database systems, including the capacity to develop strong skills in the use of the School's SIS system, including reporting. Some computer-based account coding and report generating knowledge is desirable.
- Excellent organisational skills including electronic and paper-based file management.

- Ability to coordinate and monitor a cost centre budget.
 - Ability to assist in the planning and coordination of school events and functions.
 - Excellent analytical, time management and prioritising skills.
 - Proven ability to develop and manage relationships with a range of people.
 - Ability to work under pressure, establish priorities and set and achieve work goals.
 - Prioritise the workload for the position given the diversity of responsibilities and expectations and competing demands of staff members, students and parents/guardians.
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ESSENTIAL PERSONAL ATTRIBUTES

- Intelligent, lateral thinker
 - Innovative/creative personal style
 - Self-assessing to ensure consistency in achieving high performance of projects and strategic plans
 - Exceptional personal standards of honesty, integrity and professionalism
 - Strong motivation, influencing and team-building skills
 - Highly refined communication skills, both written and oral
 - Excellent presentation skills
 - Ability to support the Christian values and ethos of the School
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ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
 - Flexible working hours
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QUALIFICATIONS

Preferred:

- Secretarial/Office Management Course
 - TAFE - Certificate 3 Office Management – or Equivalent
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ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager: Director of Curriculum Strategy

The Immediate Manager: Head of English

This position: Administration Assistant – English

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Administration Assistant – English**.

Approved by Head of English on 5 April 2024.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____