



## Administration Assistant Position Description

---

<b>POSITION:</b>	Administration Assistant
<b>DEPARTMENT:</b>	Grounds and Operations
<b>RESPONSIBLE TO:</b>	Principal
<b>REPORTS TO:</b>	Property Manager

---

### POSITION STATEMENT

The Administration Assistant will be responsible for providing excellent administrative support and confidential secretarial services. The Administration Assistant will demonstrate a strong commitment to Sheldon College's vision of excellence in education, and will present welcoming, professional assistance to students, their families, staff, members of the College Executive and to the wider College community.

### DUTIES AND RESPONSIBILITIES

- To act as an Assistant to the College Property Manager through well prioritised planning and efficient administrative and secretarial support;
- Maintain a live spreadsheet with regards to Grounds staff and training logs, including the completion of paperwork as and when required;
- To promote the reputation of Sheldon College in all matters;
- To deal effectively and wisely with the members of all internal and external stakeholder groups;
- To demonstrate strong commitment to Sheldon College's vision and mission and loyal support to all colleagues;
- To enhance Sheldon College's pursuit of excellence in education by upholding the College's values, policies and standards;
- Be proactive in assisting with long and short term planning, managing the Property Managers diary, providing alerts in relation to relevant College and Foundation calendar events and meetings;
- Assemble papers for meetings and have a working knowledge of issues, prepare minutes, monitor and follow up actions as appropriate;
- Prepare correspondence, working papers, reports, memoranda, notices, policies and procedures on all matters relating to the College and Foundation;
- Maintain excellent electronic and other records, including accurate and up to date files and records;
- Ensure that documentation regarding matters governed by laws of privacy, and other confidential matters are strongly protected through secure storage and confidential papers, files and electronic data;
- Organise and facilitate attendances at external meetings and events;
- Maintain a helpful, professional demeanour at all times;
- Undertake other duties pertinent to the scope of the position, as required by the Property Manager.

### REQUIRED SKILLS, ATTRIBUTES, QUALIFICATION AND EXPERIENCE

- A commitment to the College Vision, Mission and Values;
- Integrity, loyalty and commitment to maintain utmost confidentiality and meet privacy requirements;
- A cheerful, positive outlook and ability to enjoy good humour;



- High level computing skills including the ability to use Word, Excel, Photoshop at an expert level, with considerable data base proficiency;
- Ability to function strongly as an individual and as a member of a team;
- Excellent interpersonal skills and relationship management skills;
- Strong written and oral communication skills;
- Strong organisational abilities and time management skills, including the ability to succeed in a busy and fast paced environment;
- Initiative, drive and ability to problem solve;
- Ability to multi-task, handle complexity, prioritise and organise work and follow tasks through to satisfactory completion;
- Ability to stay calm under pressure, to be flexible and 'regroup' to handle unexpected circumstances.

### **CONDITIONS OF EMPLOYMENT**

This position is subject to the provisions of the Sheldon College Corporate Staff Certified Agreement 2015-2018.

<b>Salary</b>	The salary offered will be commensurate with the qualifications and experience of the successful applicant.
<b>Superannuation</b>	Statutory Superannuation of 9.5% will apply.
<b>Sick Leave</b>	10 days per year.
<b>Annual Leave</b>	4 weeks per year and 17.5% Leave Loading.
<b>Long Service Leave</b>	1.3 weeks per year of completed service, from the date of commencement – to be taken after 7 years' full time service.
<b>Corporate Uniform</b>	All employees are required to wear Corporate Uniform which is available from the Sheldon College Uniform Shop at your own expense.
<b>Performance Review</b>	A performance review will be conducted annually.
<b>Working with Children</b>	The issue of a positive notice from Blue Card Services (Public Safety Check Business Agency).
<b>Other benefits</b>	As applicable, per the Sheldon College Corporate Staff Certified Agreement.