



KINROSS WOLAROI
— SCHOOL —

PA to Head of Junior School

Candidate Information Pack

Closing Date: 06 February 2022

January 2022



POSITION DESCRIPTION

PA to Head of Junior School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular programme. We are a non-selective school with over 1100 students (including around 350 boarders), located in the NSW central tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

Support for the culture of an Independent Uniting Church School is an essential prerequisite.

POSITION OBJECTIVES & RESPONSIBILITIES

The Personal Assistant to the Head of Junior School is required to carry out a wide variety of administrative duties to ensure that the requirements of Head of Junior School are met. In addition, the role includes the vital function of daily organisation for the Junior School, co-ordinating Relief Teachers and preparing correspondence. The office of the Head of Junior School frequently handles information of a highly sensitive nature relating to students and their families; it is essential that the Personal Assistant respect absolutely the confidentiality of such information.



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Duties related to the position include, but are not limited to the following:

Key Word	Duties
Personal Assistant	<ul style="list-style-type: none">• Provide executive level support to the Head of Junior School• Manage correspondence in and out including develop and edit of correspondence• Screen and receive calls and visitors to the Head of Junior School• Maintain calendar of Head of Junior School
Administration	<ul style="list-style-type: none">• Greet and welcome guests as soon as they arrive at the office• Answer, screen and forward incoming phone calls• Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)• Provide timely and accurate information in-person and via phone/email• Receive, sort and distribute daily mail/deliveries• Maintain records securely• Update calendars and schedule meetings• Assist with maintaining confidential records of all students in the Junior School (including medical information)• Manage the Student Absences recording process• Facilitate the communication channels to families including letter and note distribution• Compile and distribute 'class covers' list each morning• Compile and distribute 'Daily Bulletin' and 'Weekly Schedule' to relevant staff in the Junior School• Compile agenda for Junior School Executive and Junior School staff meetings• Maintain records of Junior School Staff leave requests and approvals• Co-ordinate Parent/Teacher interviews• Arrange travel and accommodation for travelling staff



School Functions	<ul style="list-style-type: none">• Coordinate Year 6 Graduation Ceremony• Coordinate Junior School Speech Day• Coordinate weekly assemblies• Coordinate other events as directed
School Facilities	<ul style="list-style-type: none">• Liaise with the Facilities Staff and external groups regarding maintenance required by the Junior School• Liaise with the Facilities Staff and external user groups regarding the use of the Derek Pigot Auditorium inside and outside of normal school hours operations
Other duties	<ul style="list-style-type: none">• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Head of Junior School and Business Manager.

PROFESSIONAL REVIEW

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

REPORTING

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be responsive to the directions of the Head of Junior School (the Supervisor).



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.
- Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Act as a member of a team, developing and supporting the philosophy and ethos of the team.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Working with Children Clearance

The *New South Wales Child Protection (Working with Children) Act 2012 No 51* applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure that this clearance is maintained and updated as required whilst ever employed at KWS.

COVID-19 Vaccination

It is an expectation for employment at the School that all staff have either received 2 doses of a Covid -19 vaccine or been issued with a medical contraindication certificate. This expectation is in line with Public Health (COVID-19 Vaccination of Education and Care Workers) Order 2021.

Workplace Health & Safety

- Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.

Essential Personal Qualities

- Willingness to support the Mission and Values of KWS.
- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- Demonstrated strong customer relations skills, user focus and genuine desire to assist.
- Ability to remain calm under pressure.
- Demonstrate a high degree of discretion, initiative and personal organisation.



Essential Professional Criteria

- Proven ability to respond to customer enquiries in a courteous and helpful manner under a variety of conditions.
- Proven customer relation skills with an understanding of and commitment to providing memorable customer service experiences.
- Demonstrated ability to work independently under broad direction, being able to exercise a high level of initiative and organisational skill.
- Demonstrated ability to plan activities, set priorities and make sound judgements so as to meet goals and objectives.
- Ability to anticipate problems related to the duties and responsibilities and initiate appropriate actions and programs to maintain effective service delivery which satisfies the Schools objectives.
- Highly developed written and oral communication skills, including experience in drafting correspondence
- Highly developed skills in computer software systems, in particular the Microsoft Office Suite with advanced skills in word processing, publishing, presentation applications and database management
- Proven proficiency with spreadsheet applications and a sound level of financial literacy
- Proven ability to research, interpret and reformat information
- Strong knowledge of administration procedures and office equipment



Appointment Conditions

Employment will be offered on the basis of a part-time ongoing role working 76 hours per fortnight during the School's Academic Terms.

The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA. The position is classified at the Administrator Level 2.4 Grade of the MEA. The total salary component in 2022 is \$58,942 (0.83FTE) plus superannuation at the SGC rate. The position is subject to a period of probation, defined as six months in accordance with the Fair Work Act 2009 (Cth).

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Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



Application

To make a confidential enquiry about the position, please contact Madeleine Bennett, Human Resources Advisor on mbennett@kws.nsw.edu.au

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to mbennett@kws.nsw.edu.au

or addressed to

Madeleine Bennett
Human Resources Advisor
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.