



KINROSS WOLAROI
— SCHOOL —

Receptionist/Administration Assistant

Candidate Information Pack

Closing Date: 10 July 2022

June 2022



About Kinross Wolaroi 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 program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), 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.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-Kinder and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on the School, please visit www.kws.nsw.edu.au. In particular, you may wish to visit the Employment Opportunities page on our website, which has a helpful summary on the School's Community, employee benefits, and the beautiful regional city of Orange.



POSITION OBJECTIVES & RESPONSIBILITIES

The Administration Assistant provides administrative support and Reception cover across the key operational areas of Kinross Wolaroi School. In order to ensure effective and efficient operation of the School through a range of business support services the Administration Assistant will provide ad-hoc support across the Senior and Junior School undertakings.

The Administration Assistant can expect to liaise with:

- School Principal
- Head of Senior School
- PA to Head of Senior School
- Senior Management Team
- Students
- Parents
- Staff
- External stakeholders



POSITION DESCRIPTION

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

Key Word	Duties
Administration Assistant	<ul style="list-style-type: none">• Manage student leave requests• Maintain all absence data to Synergetic within the same day• Contact staff and/or parents in the event of class absences• File all Reception emails in Synergetic within the same day• Enter scheduled incursions, excursions and sporting event leave into Synergetic and follow up on attendance at event• Coordinate student file end-of-year rollover processes• Provide assistance to staff in the event that a students location needs to be identified• Coordinate Transport for NSW reporting including:<ul style="list-style-type: none">- Whole school Travel pass endorsements (travel bus passes)- Whole school Concession Entitlement Cards application process- Coordinate the whole school School Driving Subsidy process



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Key Word	Duties
Reception Cover	<ul style="list-style-type: none">• Provide Reception support to the Senior and Junior School Receptionists including morning, lunch and leave cover• As required, screen and receive all calls and visitors• As required, liaise with Emergency services on behalf of the School
General	<ul style="list-style-type: none">• Other duties as required by the Principal, Head of Senior School and Business Manager commensurate with the attributes and qualifications of the Administration Assistant

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 Senior School and Personal Assistant to Head of Senior School (the Supervisors).



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.
- Willingness to support the Mission and Values of KWS.
- 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 professionally attire.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives 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.
- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.

Personal Qualities

- 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.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.



Essential Professional Criteria

- Demonstrated experience in an Administration and/or Reception role in a confidential, fast paced environment
- Strong knowledge of administration procedures and office equipment
- Demonstrated previous experience in data input with accuracy and close attention to detail
- Ability to work under pressure maintaining a sense of perspective
- Ability to demonstrate tact, diplomacy and empathy
- Demonstrated ability to work independently under broad direction, being able to exercise a high level of organisational initiative and skill with the ability to multitask
- Demonstrated ability to plan activities, set priorities and make sound judgements
- Advanced skills in computer software systems, in particular the Microsoft Office Suite with advanced skills in word processing, publishing and presentation applications

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) 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 this clearance is maintained and updated as required whilst ever employed at KWS.



COVID-19 Vaccination

It is an expectation of employment that all staff comply with School policy requiring staff to be fully vaccinated against COVID-19 or other diseases (as advised by the School) and you providing the School with evidence it considers satisfactory regarding vaccination. Being fully vaccinated may include additional doses and booster injections.

Workplace Health & Safety

- Be informed of and comply with 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.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a permanent, full-time role working 76 hours per fortnight. The hours of work will be 9am to 5:06pm Monday to Friday.

Employment will be offered subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.

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 of Administration Assistant is classified at Clerical Officer Level 2.4 of the MEA. In 2022 the annual salary for the classification of Clerical Officer Level 2.4 is \$71,014 (FTE) plus Superannuation at the SGC rate.

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.