



## Position Description – Deputy Principal Administration Assistant

### Position Details

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<b>Department:</b>	Administration
<b>Location:</b>	Senior School – 1 Chaucer Street, Hamilton
<b>Award:</b>	Independent Schools General Employees Award 2010
<b>Classification:</b>	AL1
<b>Probation Period:</b>	6 months
<b>Employment Type:</b>	Part Time
<b>Time Fraction:</b>	0.6

### Position Summary

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The Administration Assistant is responsible for the efficient and effective provision of administrative support to the Deputy Principal, Teaching and Learning and the Deputy Principal, Wellbeing.

Superb written and verbal communication skills, as well as strong time-management skills and the ability to organise and coordinate multiple projects at once will be crucial to the role.

### Reporting Line

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Reports to: Business Manager

### Qualifications

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Certificate or Associate Diploma in Office Administration and/or demonstrated equivalent work experience.

Note: Current driver's licence is essential.

### Key Accountabilities

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- Provide efficient and effective general administration support to the Deputy Principal, Teaching and Learning and Wellbeing including word processing, database maintenance, filing, photocopying, scanning and faxing.
- Coordinate complex scheduling and extensive calendar management and review operating practices and implement improvements where necessary
- Receive and distribute mail and email as required by the Deputy Principals.
- Provide administration and organisational support for Examination Sessions, Scholarships, Subject Information Evenings, Scholars Assembly, Speech Day and Professional Learning Days.
- Oversee administration of subject selection and changes for Years 7 – 12.
- Maintain accurate and up-to-date records of students' subjects, including RIST, TAFE, VET, Distance Education, etc.
- Liaise with Distance Education, Distance Education students and the Administration Assistant in the scheduling and supervision of Assessment Tasks.



## Key Selection Criteria

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- Extensive experience in an office environment in a reception/administration role, with proven abilities to manage office systems in a changing work environment.
- Proficiency in Microsoft Office, Adobe Creative Suite and other office productivity tools, with aptitude to learn new software and systems.
- Highly developed customer relations and interpersonal skills, including the ability to work cooperatively as a team member.
- Display excellent written and oral communication skills, with attention to accuracy and detail.
- Proven ability to work autonomously.
- Able to demonstrate initiative and anticipate needs as they arise.
- Respect confidentiality.

## Application

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**Address applications to:** The Business Manager

**Email to:** [admin@hamiltoncollege.vic.edu.au](mailto:admin@hamiltoncollege.vic.edu.au)

**Due date:** 18 January

Applications must include resume, and day and after-hours contact details of three professional referees.