



## ADMINISTRATION ASSISTANT POSITION DESCRIPTION

The Hamilton and Alexandra College is an ambitious academic school that draws on our strong traditions to prepare students for confident futures.

- **Our Purpose:** We nurture locally so that students can excel globally.
- **Our Values:** Optimism, Compassion, Gratitude, Respect and Resilience.

At the College, we nurture academic opportunities. Key to achieving this vision is the College's strategy of attracting and retaining the best staff.

### ***Position Summary / Reporting line***

The Administration Assistant is responsible for the efficient and effective provision of the day-to-day administrative and financial functions and relief administrative support to the Junior Campus.

Reports to: Business Manager

### ***Position Details***

Department:	Administration
Location:	Senior campus – 1 Chaucer Street, Hamilton Junior campus – Cnr Kent Road and Macarthur Street, Hamilton
Award:	Independent Schools General Employees Award 2010
Classification:	AL3
Probation Period:	3 months
Employment Type:	Part Time
Time Fraction:	0.6

### ***Organisational Accountabilities***

1. Ensure effective communication between all staff, management, parents and students.
2. Contribute to a healthy and safe environment for yourself and others and comply with all safe working procedures and instructions including The Hamilton and Alexandra College policies and procedures.
3. Uphold The Hamilton and Alexandra College philosophies.
4. Acknowledge, appreciate and encourage differences, valuing people for their skills, competencies, and contribution to The Hamilton and Alexandra College's continuing success.

### **Key Accountabilities**

1. To provide financial support including accounts payable and receivable, banking, cash receipts and reconciliation.
2. Ensure that all monies handled by the Administration Office are promptly received, recorded, banked and reconciled.
3. Process receipts and payments for school activities e.g. camps, excursions.
4. To provide an efficient and courteous reception service, including attending to telephone and in-person enquiries when required.
5. Manage and keep an accurate record of petty cash.
6. Sorting and distribution of mail and deliveries.
7. Ordering and restocking of stationery for all departments.
8. Coordinate and prepare co-curricular and Speech Day awards, including ordering.
9. Relieving Reception/Administration Assistant from Junior Campus when required.
10. Maintaining the required accountabilities as documented in the Junior Campus Reception / Administration Assistant position description.
11. Carry out any other duties as requested by Business Manager.
12. Establish and maintain office systems and maintain a clean and pleasant office/reception environment.
13. Assume joint responsibility for career development by actively participating in various activities (mentoring, job rotation, secondments and joint group projects) and producing a jointly agreed development plan identifying key areas which will assist in your personal and professional development, these activities should be consistent with the College's Strategic Plan.

### **Key Selection Criteria**

1. Extensive experience in an office environment in an administrative/financial role with proven abilities to manage office systems in a changing work environment.
2. Computer literacy, including accurate word processing plus spreadsheet and database skills. Knowledge of the internet and emailing is essential.
3. Highly developed customer relations and interpersonal skills, including the demonstrated ability to work cooperatively as a member of a team.
4. Experience and understanding of processing financial transactions, including banking, accounts payable, accounts receivable and bankcard reconciliation.
5. Good level of written and oral communication skills.
6. Proven ability to work autonomously and adaptability to changing work practices.
7. Understanding the goals and priorities of The Hamilton and Alexandra College.



THE  
**HAMILTON**  
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

### **Qualifications**

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

Note: Current driver's license is essential.

### **A Safe and Supportive Working Environment**

The Hamilton and Alexandra College is a child-safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants must hold a current Working with Children Check or be willing to obtain one.

All staff are expected to be involved in the school's co-curricular program. A mentor is appointed for all newly appointed staff at the College. Leadership and coaching opportunities exist for qualified applicants.

### **Applications**

Applications should be submitted via email to [admin@hamiltoncollege.vic.edu.au](mailto:admin@hamiltoncollege.vic.edu.au). Applications must include:

- a cover letter of no more than one page
- a current curriculum vitae
- the details of three professional referees.

Applications should be addressed to:

Business Manager

Mr Jason Bourke

The Hamilton and Alexandra College

Shortlisted candidates will be invited to attend an interview.

Application due date: Monday 8 December 2025 (*applications will be processed on receipt*)

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**WWW.HAMILTONCOLLEGE.VIC.EDU.AU**

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