

# Suva Grammar School – Position Descriptions

## Office Assistant and Secretary to Office of Principal

The school is looking for a suitable officer to carry out dual duties of being a Personal Assistant to the Principal and also administer front-line First Aid. The Personal Assistant to the Principal will perform a variety of office duties and provide confidential secretarial support to the Principal. This position coordinates and participates in the clerical, record keeping, secretarial and administrative support tasks of the School Office.

The officer will also need to carry out the duties of a School Matron. This role will require applicants to assess the medical and welfare needs of students and staff and administer front-line First Aid. The successful candidate will ensure that pupils with ongoing medical needs are supported in school in line with their Individual Health Care Plans and is available to provide necessary First Aid support for all incidents and accidents.

### Key objective

To provide high level administrative and secretarial services to the Principal and support smooth operation and timeliness of work delivery in the office by undertaking a range of duties. These include organising meetings, word processing, mail management, responding to correspondence, preparing documents, filing and file dispatch, responding to phone calls and visitors to the Office of Principal and maintaining digital diary and content for easy access.

The officer will also attend to sick students and provide necessary first aid to students for any incidents in school and arrange with parents and relevant authorities for necessary action. A relevant certificate is not necessary at this stage but selected applicant must be ready to undergo first aid and OHS training within 3 months of appointment.

Position title	School library manager
Responsible to	The Principal
Functional Relationships	Staff and stakeholders
Hours of Work	40 x hours per week
Salary Range	\$10,000 to \$12,000 depending in qualifications, experience appraisal
Educational Qualifications	<ul style="list-style-type: none"><li>Diploma in Secretarial Studies / Office Administration or relevant qualification</li></ul>
Knowledge and Experience	<ul style="list-style-type: none"><li>Experience in providing effective secretarial support in a busy, executive office environment</li><li>Sound understanding of School and Moe policies</li><li>Experience in managing a high-level workload with competing priorities</li><li>Experience in establishing and maintaining file and correspondence management systems</li><li>Knowledge and skills in administering First Aid.</li><li>Ability to maintain detailed and accurate records.</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>Excellent typing skills, data entry and internet search skills</li><li>Excellent verbal, written and interpersonal communication skills, including an excellent telephone manner and ability to work in a team</li><li>Sound judgement, imitative and a well-developed sense of responsibility</li></ul>

- Excellent organisational and administrative skills
- Ability to use Microsoft Office suite (including Office 365) to deliver high-quality documents, maintain records and file management systems
- Demonstrate ability to work effectively under pressure and with strict deadlines
- Demonstrate ability to maintain records of meetings, incidents, visitors and follow up on action items.
- Ability to establish a rapport with young people and their families.

### Responsibilities and tasks

- Maintain the Principal's diary and coordinate meetings and appointments.
- Manage inbound telephone calls to the Principal.
- Open, read, route and distribute incoming mail/email/faxes and other material and prepare responses to routine correspondence.
- Provide administrative and clerical support, including the preparation of correspondence, reports, memoranda, presentations, notices, policies and procedures.
- Screen and proof-read/format all correspondence on School letterhead, with the assistance of the Typist. Review work done by others, to check for correct spelling and grammar, ensuring that school format policies are followed and recommend revisions, where necessary
- Maintain all files and folders within the Principal's office.
- Creation and manipulation of spreadsheets as required.
- Act as minute secretary and provide secretarial support, including agenda preparation and distribution, for weekly Staff / Leadership Team meetings, School PTA / Old Scholars Executive as required.
- Attend to the Principal's travel and accommodation arrangements, as required.
- Maintain the School Calendar and any other scheduling.
- Oversee the maintenance of a register of Student Departures (prepared by Typist and Clerk) for the following Calendar year. Note: that all notifications of a student not returning to the School, must be in writing. This can be in the form of an email/note or letter, signed by the parent.
- Through a sound knowledge of College policies, procedures, standards and executive functions, provide the Principal with information, ideas and support on matters of concern.
- Use discretion and judgement in the absence of the Principal, to manage or refer urgent matters to the appropriate senior staff.
- Prepare invitations, awards and other relevant documentation and information for special School events and functions, including School Productions, Year 13 Graduation Ceremony and School Presentation Ceremony.
- Attend to emergencies and first aid in School
- Attend all OHS Meetings
- Provide requisite for Sick Bay and ensure that necessary materials are available in stock
- Other duties, as required such as obtaining quotations, checking stock cards, etc

### Personal Character

Must be under the age of 55 with excellent personal character and background.

Principal: Mr Chandra Segran Pillay

Date: 28/12/2018