

Administrative Assistant – Duty Statement

Incumbent: (0.4FTE) – Level 2

→ Workplace Agreement

“The Roman Catholic Archbishop of Perth Inc Non-Teaching Staff Enterprise Bargaining Agreement 2007”

The School Board is the employing authority for all staff members. All Staff are directly responsible to the Principal. In the absence of the Principal, the Administrative Assistants are responsible to the Assistant Principals.

→ Date Last Reviewed

24 August, 2007

→ Objective of Role

The Administrative Assistant is to be supportive of the Goals and Ethos of St Benedict’s in accordance with the School’s Vision Statement.

The Administrative Assistant is:

Responsible for the provision of secretarial and administrative support at St Benedict’s School in an effective and efficient manner.

Responsible for the provision of a friendly service and to attend the front office reception by establishing a professional and approachable rapport with children, parents and staff.

Able to work as a member of a team.

→ Hours of Work

The Administrative Assistant is required to be at school between the hours designated in their contract each day.

→ Salary

The Administrative Assistant will receive salary and conditions according to the Wage Schedule for Administrative and Technical Officers. *(Copy attached)*.

This position is currently (0.4 FTE)

Classification code: 08091

Level 2 - Step 5: \$37, 506.00 (1.0 FTE)

Hourly Rate: \$19.17

→ **Duties**

The Administrative Assistant is accountable for:

Reception Duties

1. Answering Phones
2. Attending to telephone and reception enquiries
3. Provide a friendly service to children, parents and visitors to the school
4. Maintain a tidy work environment

Administrative & Secretarial Duties

5. Manage the class message bags daily by:
 - Distributing notes and correspondences
 - Collecting and receipting monies
 - Collating relevant class room notes eg. Newsletters for delivery at the end of the day to the classrooms
6. Prepare, type and distribute letters and memo's as directed by the Principal

Process Mail

7. Open and distribute the mail received daily
8. List and tally all out going mail daily

Enrolments

9. Post letters and '*Enrolment Information Packs*' as requested.
10. Process transfer notes

Banking & Cash Handling

11. Process banking and bank receipts daily
12. Disbursement of Petty Cash
13. Reconcile Petty Cash on a regular basis

Other Duties

14. Provide accurate and effective word processing services to staff (typing staff minutes, masses, letters etc)
15. Reply to written applications for positions at St Benedict's School
16. Filing
17. Photocopying
18. Update and clear the notice boards

General

19. Attend to children's first aid needs and any other requirements they may have
20. Provide back up support to the Administrative Officer

- 21. Maintain the accident/incident book
- 22. Complete other duties as directed by the Principal

➔ **Professional Development**

Continuously look for new ways to enhance own knowledge and learning.

Actively participate in Professional Development activities to ensure own knowledge and skills are kept up to date.

Contribute to the development of a positive & productive team environment.

➔ **Signature**

I confirm that this Duty Statement reflects the inherent requirements and true priorities of this position.

Name: *Beverley Funga* *Signature:* _____

Date: *24 August, 2007*