



# Ursula Frayne Catholic College

## Administrative Assistant (Primary Campus)

<b>Commencement Date:</b>	1 January 2010
<b>Salary Level:</b>	Administrative and Technical Officers Award.
<b>F.T.E.</b>	0.6FTE over 5 Days.
<b>Annual Leave:</b>	Four (4) weeks.
<b>Stand Down:</b>	Eight (8) weeks.

### ***The Role:***

The Administrative Assistant of Primary School has the co-responsibility of front office reception and providing administrative support for the staff, students and parents of the Primary School.

The Administrative Assistant will work in close conjunction with the School Receptionist/Secretary.

### ***Statement of Duties***

- 1) To attend to enquiries at the counter by staff, students, parents and visitors.
- 2) Deal with incoming telephone calls, taking relevant messages where appropriate.
- 3) To attend to all sick and injured students; supervise the students in the sick room; contact parents if necessary; assist in maintaining the sick room.
- 4) To receipt payment of school fees, uniform shop purchases and canteen receipts, providing accurate reconciliation of such.
- 5) Data entry of all applications for enrolment.
- 6) Ongoing maintenance of family data base.

- 7) Assist with absentees follow up.
- 8) To provide secretarial support as required for the Heads of Sub-School and teaching staff.
- 9) To undertake other duties as directed by the Principal or Business Manager.

***Qualifications and Competencies:***

- 1) Experience with Microsoft Office Suite including Word and Excel.
- 2) Knowledge of office information systems, preferably MAZE.
- 3) Strong interpersonal, verbal and written skills.
- 4) Ability to work effectively as part of a team
- 5) Well developed word processing and data maintenance skills.
- 6) A demonstrated ability to build relationships throughout the College.
- 7) Strong sense of initiative and well developed organisation skills.
- 8) Commitment to providing high level customer service.