

# JOB DESCRIPTION



## POSITION

### Education Support Officer-Administration Administration Assistant for The Arts

#### A. Job Specification

#### Summary of Purpose of Position and Its Responsibilities

The role of the Administration Assistant for The Arts is to provide administrative support to The Arts specialist area of St Peter's Woodlands. This will include diary management, word processing, desktop publishing and data entry.

#### Terms & Conditions of Employment

- This is a 0.5 FTE position working for 40 weeks per year.
- The level of remuneration is established by reference to the School Assistants (Non-Government Schools) Award, and is subject to change from time to time in accordance with the St Peter's Woodlands Enterprise Agreement.
- This is a Level 3 position.
- Working hours will be 18.75 hours per week, across 5 days per week, starting at 7:45am

#### Reporting and Working Relationships

Whilst you are a member of the Staff of St Peter's Woodlands, you are directly accountable in your day-to-day operations to the Head of the Arts.

#### Key Responsibilities / Duties

- Provide administrative support to the Head of the Arts including:
  - Correspondence including letter writing and distribution
  - Diary Management
  - Transport bookings
  - Document writing, checking and distribution
  - Word processing
  - Point of contact for the Instrumental Music Teachers
  - Filing
  - Facility Bookings
- Event administration, including transport arrangements (where necessary) of The Arts type events:
  - Soirees
  - Musicals
  - Ensembles
- Staff, student and parent liaison for The Arts
- Liaison with other Schools
- Provide first point of back up for Front Office, providing cover for reception and first aid

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- Provide administrative support to the SPW Association.
- Provide back-up/support to other administrative staff.
- Undertake other tasks as directed
- Comply with all SPW policies and procedures
- Comply with the SPW Workplace Health and Safety policy. The onus is on you to appreciate any restrictions you may have in relation to your health. You must take reasonable care to protect your own health and safety as well as the health and safety of others who may be affected by your actions or omissions.

## B. Person Specification

### 1. Essential Skills and Abilities

- Demonstrated competency in the use of the Microsoft Office Suite
- Demonstrated ability to communicate effectively, both verbally and in writing
- Demonstrated ability to manage multiple priorities and time management
- Demonstrated ability to manage electronic databases
- Demonstrated ability to work cooperatively with others
- Demonstrated ability to use initiative and be proactive
- Demonstrated ability to present positively and confidently at all times
- Word processing speed to a correct minimum of 60 words per minute
- Demonstrated ability to communicate positively and effectively with children and adults

### 2. Essential Experience

- Worked independently in a busy and complex environment
- Worked in an office administration capacity
- Worked with databases, spreadsheets and desktop publications
- A demonstrated desire to work with and enjoy the company of children

### 3. Desirable Experience

- Worked in an Independent School environment
- Working in a music department
- Experience working with the 'Maze' and 'iWise' platforms

### 4. Desirable Qualifications

- Senior First Aid Certificate or the willingness to undertake same
- Mandatory Notification Certificate or the Willingness to undertake the same
- Current DCSI Police clearance
- A willingness to contribute to the Christian ethos of the school

Signed & Accepted by:		Dated:	
Employee Name:			
Signed by Line Manager:		Dated:	
Line Manager Name:			