



MARIST COLLEGE ASHGROVE

POSITION DESCRIPTION: PA to the Head of Learning and Teaching

REPORTS TO: College Business Manager and works under guidance from the Head of Teaching and Learning.

CLASSIFICATION: School Officer Level 5

HOURS: 5 days, Full Time (38 hrs/wk)

QUALIFICATIONS: Tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position may be required by the employer or knowledge, qualifications and experience that are determined by the employer as necessary to successfully carry out the duties of the position.

POSITION PURPOSE: The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of roles and tasks in a variety of contexts, where there is some complexity in the extent and choice of actions required. Competencies are within routines, methods and procedures. Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is carried out under general supervision and programs and outcomes sought are under general guidance.

An employee in this position may have responsibility for work and organisation of others in limited areas and will be responsible for managing the Teaching and Learning Support team. Teams may be guided or facilitated. Training of subordinate staff may be required.

KEY RESULT AREAS: The position holder will be expected to provide administrative support to Head of Teaching and Learning, Head of Staff Services and curriculum leaders.

SKILLS and ABILITIES: The following skills and abilities are required:

- Excellent organisational ability;
- Excellent attention to detail;
- Excellent interpersonal and teamwork skills;
- Demonstrated capacity to prioritise work from varied stakeholders, including occasional large volume work flows and critical deadlines;

- Ability to maintain confidentiality;
- Demonstrated ability to work both autonomously and as part of a team

KNOWLEDGE:

The following knowledge and experience are required:

- An advanced knowledge and experience in Microsoft Office applications with the ability to prepare documents using advanced Word functions including merging.
- Advanced Microsoft Excel skills and Databases
- An effective knowledge of the College's processes in relation to curriculum, assessment and student records.

TYPICAL DUTIES:

Typical duties performed include, but are not limited to:

- Provide administrative support to senior management of a school where discretion and judgement are required, including: taking minutes; shorthand; organizing appointments and diaries; initiating and handling correspondence (which may include confidential correspondence); monitoring telephone calls; and establishing and/or maintaining working filing systems.
- Train staff classified at lower levels by means of personal instruction and demonstration.
- Apply knowledge of advanced functions of computer software packages and to manage data.
- From verbal or rough handwritten instructions, answer non-standard executive correspondence, prepare papers, briefing notes or other written material.

SPECIFIC DUTIES:

Typical specific duties performed include, but are not limited to:

- Co-ordinate the organisation of Year 5, 7 & 9 NAPLAN rooming, equipment, special consideration;
- Co-ordinate the organisation of the ALWELL rooming, equipment, special consideration
- QCS
 - Setup for trials including parent communication
 - Timetabling
 - Preparation of necessary materials for session including PPT
 - Nomination of chief community representatives, volunteers and co-ordinate logistics;
- Preparation for Information evenings (8-11)
- Preparation of materials for the ACER Testing;
- Administrative support for Curriculum Leaders;
- Work Programs to QCAA;
- Liaising with academic bodies such as QCAA, QCEC, ACARA and ACER

- Administrative support with QCAA correspondence, including organisation and management of moderation and verification submissions and correspondence;
- Academic assemblies - organisation and co-ordination
- OP predictions;
- Organisation of material for Newsletter;
- Update/reformat handbooks;
- SAI displayed for student noticeboards;
- Managing the Teaching and Learning dates calendar;
- Co-ordinate the organisation of the Year 12 information evening;
- Providing information for the “Celebrating Year 12” brochure to Communications Officer;
- Minutes of Curriculum Leader’s Meeting;
- Order and distribute Teacher Planners;
- Filing and archiving of past QCS and NAPLAN tests;
- Optimus Awards, outstanding achievement & VET certificates;
- Facilitating the production of teaching; and learning materials including the co-ordination of the Curriculum Books;
- Managing time/work flow/priorities;
- Reception relief; and
- Any other task as required.