POSITION DESCRIPTION

POSITION DETAILS

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Principal’s Office Administrative Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Principal’s Office</td>
</tr>
<tr>
<td>Reports To</td>
<td>Principal</td>
</tr>
</tbody>
</table>

COLLEGE ENVIRONMENT

St. Mary’s College is a Kinder to Year 12 private educational institute founded in 1868 by the Presentation Sisters on its present site. The College offers girls only education from Year 3 to Year 12. The College mission is to provide a sound Catholic education for the young women in our care, so that they can take their place in society and to promote and develop the full potential and integrity of each individual in our community respecting and celebrating individual difference.

AREAS OF RESPONSIBILITY

1. Maintain under the direction of the Principal’s Personal Assistant the Principal’s filing system.
2. Maintain under the direction of the Principal’s Personal Assistant the archiving of documents relevant to the Principal’s Office.
3. Maintain and adhere to the timelines operated in the Principal’s Office.
4. Perform other duties as required by the Principal’s Personal Assistant.
5. Respond in a professional and friendly manner to enquiries at the reception of the Principal’s Office and telephone calls from parents, students and staff providing information, referring them to the appropriate person and giving assistance as required.
6. First Aid assistance.
7. Assist the Enrolment Officer/College Secretary when necessary, including enrolment tours of the College.
8. Act as relief to positions within the Principal's Office.
9. Other duties as requested by the Principal.
KEY KNOWLEDGE & SKILL REQUIREMENTS

- Extensive knowledge and skills in office administration including the ability to operate a wide range of office equipment (including photocopiers, facsimile machines etc).
- Thorough understanding and ability to operate a Line telephone system.
- Ability to operate a wide variety of computer software including Outlook, PC School, Excel and Word.
- Accurate keyboarding skills.
- Thorough understanding and the ability to provide a high standard of customer service to staff, parents and students.
- Well-developed communication and interpersonal skills.
- Excellent organizational and priority management skills.
- Ability to work effectively as part of professional team delivering high standards of customer service.
- Demonstrated ability to maintain confidentiality as appropriate and to handle sensitive matters with discretion, tact and empathy.
- Understanding of Occupational Health and Safety principles and a commitment to contributing to the maintenance of a safe working environment.
- Capacity to uphold in conscience the Catholic Ethos of St Mary’s College in its educational role.

EMPLOYMENT CONDITIONS

<table>
<thead>
<tr>
<th>Hours &amp; Times of Work</th>
<th>8.00am to 4.30pm Friday (3/4 hour lunch break)</th>
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</thead>
<tbody>
<tr>
<td>General Conditions</td>
<td>Explained further in the St Mary’s College Staff Handbook.</td>
</tr>
<tr>
<td>Special Conditions</td>
<td>Nil</td>
</tr>
</tbody>
</table>