

Position Description

Business Administration Traineeship

Position Title: Business Administration Trainee
Reports to: Executive Assistant to Principal and Business Manager
Department: Reception and Administration

Primary Purpose:

This is a 12 month traineeship in Certificate 111 or 1V in Business depending on prior qualifications.

The primary purpose of this position is to provide confidential administrative and secretarial assistance to the Heads of Secondary and Junior School.

Major Duties and Responsibilities:

KEY AREAS OF RESPONSIBILITY

The position is a multi-faceted role which requires the Business Administration Trainee to have, in addition to secretarial and administrative skills, the following attributes:

- Be willing to move between Reception & Administration to Student Services at any time to ensure the entire area functions well given the unpredictable nature of the day to day operation.
- Be able to manage inquiries from all levels of Campus personnel
- Be flexible in managing the day-to-day work flow allowing for frequent interruptions from students, teachers, parents, and other unscheduled tasks which need immediate attention
- Understand the emotional nature of students with compassion, insight and guidance

OVERVIEW OF TYPICAL RESPONSIBILITIES

Reception and Administrative support

- To answer all incoming calls in a timely and professional manner
- To greet all visitors to St Paul's Anglican Grammar School with a welcoming, friendly and professional manner
- To provide outstanding customer service to all visitors to St Paul's
- Assist with the organization of school functions preparing orders for tea/coffee/biscuits and other requirements
- Responsible for the signing in and out of visitors to the School and keeping updated records
- Undertaking administration tasks such as preparing letters, labels, emails for the Executive office and other Heads of School.
- Assist Head of Secondary School with all Administration tasks
- Ensure that all mail coming in and going out of the School is attended to and is sent to Australia Post in a timely manner
- Updating the Synergetic system as required

Student Services Support

- Act as the first point of contact for the School's student and parent body and handle daily enquiries and requests for assistance from students and their parents.
- Assist to provide first aid assistance to students and ensure the School's sick bay is well maintained.
- Liaise with students, handling queries and complaints, and assisting in the direction of students as required.
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Qualifications:

- Working with Children Check
- Driver License
- First Aid Certificate

Key Attributes:

- Strong IT skills (Microsoft Word, Excel and PowerPoint, Microsoft Outlook, ability to utilise/navigate a complex database)
- Excellent communication skills (both written and verbal)
- Ability to apply appropriate discretion and maintain a high level of confidentiality
- Experience initiating, developing and implementing improvements to systems or processes
- Ability to work independently as well as in a team
- Demonstrated experience and efficiency in business and general office procedures
- Ability to build and maintain effective working relationships
- Commitment to work in line with St Paul's ethos, vision and values.

External contacts

Parents

Industry Associations

Internal contacts

EA

Head of School

Deputy Principal

All Staff

Students

Parents

Hours of Work:

Monday – Friday 8:00 am – 4.30 pm

Leave Arrangements:

Leave entitlement, 5 weeks.

Further professional training:

Excel

Mail Merging