



Carey
Baptist
College
Forrestdale

Position Description Administration Assistant

Overview of Carey

Carey Baptist College Forrestdale was established by Carey Baptist Church in 2016 as a missional platform to equip young people within the community to be of Godly character and influence. The College is a centre of learning, focused on effective teaching and holistic education, providing support and community for the whole family.

Carey Forrestdale is a unique expression of the Carey vision, utilising the beautiful natural surroundings to incorporate an outdoor learning focus within the diverse curriculum. These rich learning experiences, facilitated by skilled educators, see students encouraged to explore their strengths and God-given talents.

Featuring purpose built, state-of-the-art facilities, this growing campus provides students and families a space to connect, explore and grow. Carey Forrestdale has a brand new community hub, which includes an auditorium, café kiosk, break out spaces, offices and classrooms.

Carey Forrestdale is co-educational and currently educates students from Kindergarten to Year 9, growing each year to eventually offer Kindergarten to Year 12. We serve to equip students for optimal choice at the conclusion of Year 12 and we are committed to honouring God in all that we do.

Carey is a highly relational community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Courage** - Not the absence of fear but the ability to act despite it.
- **Integrity** - Acting in public as you would act in private.
- **Humility** - Meeting the needs of others before meeting the needs of yourself.
- **Kindness** - Sharing freely with others.
- **Respect** - Honouring the God-given dignity of another.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we 'earn the right to speak' by delivering an excellent education to our students in an environment that values courage, integrity, humility, kindness and respect.

With an open enrolment policy, we understand that not all families will have a Christian faith, so we strive to create an environment where students are supported as they consider their spiritual development and objectively examine the teachings of the Bible.

Position Overview

Under the direction of the Principal's PA, this role provides a broad range of administrative support to meet the needs of the School and primarily looking after the activities of the Secondary school. This position will be one of the contacts for incoming parent queries and will engage positively and professionally with parents and students, providing relevant information and advice to facilitate the smooth running of the School.

Reception

- Answering incoming calls, attending to any resulting requests in a timely manner or directing calls to appropriate people.
- Receive visitors to the college, attend to requests and refer to appropriate staff members.
- Ensure visitors to the College have signed in according to the College procedure.
- If required, support to other administrative areas within the College as directed.
- Assist with maintaining staff/visitor sign-in/sign-out records.

Student Absences

- Daily absences entered into SEQTA for Secondary.
- Follow up with the class teacher if roll is not completed when required.
- Assist with processing of exceptions i.e. excursions, camps.
- Follow up families for reasons for absences and medical certificates if not received.

Administrative support

- Preparation of Secondary tax invoices for authorisation and sending to Accounts for payment.
- Document preparation for Secondary class teachers as requested.
- Preparation of letters, bulletins, questionnaires, rosters, reports or other documents as directed by PA to Principal.
- Check and attend to all emails delivered to the College f.secondaryadmin email address in a timely manner.
- Prepare and keep up to date relief files.
- Assistance with printing/posting of Secondary Academic Reports.
- Maintenance of MSDS (Material Safety Data Sheet) file for Secondary Science / Food & Nutrition in conjunction with Science and Food & Nutrition teachers.
- Administrative support for Secondary class activities - excursions, camps, assemblies and other events.

Sick Bay/First Aid

- Administer first aid as required.
- Ensure SEQTA is updated when medication is administered.
- Assist with continuous update of student medical records.
- Ensure relevant staff have completed Accident Injury forms when required and process.

Smart Rider (Rollcall and Monitor WA)

- Issue Smart Riders via Monitor WA for Secondary students as required.
- Become conversant with Rollcall to assist parents with their enquiries.

Music Administrator

- Liaise with Music Teacher and Tutors to facilitate smooth running of the private music program
- Issue tutor tax invoices by term, in a timely manner to families.
- Liaise with families re vacancies with tutors should they arise.
- Ensure all emails are answered in a timely manner.

Consent2Go - family address/medical information checking.

- Become familiar with this process for updating parent/student information by parents and to enable suitable responses to enquiries.

Records and data management

- Assist with archiving and maintenance of College records.

Any other duties you are asked to assist with by your supervisor.

Qualifications and Experience

Essential

- Demonstrated experience in the delivery of administration services.
- An excellent communicator with a genuine interest in people service and provision of an exceptional customer experience.
- Ability to exercise discretion and handle sensitive information appropriately.
- Excellent time management skills, the ability to prioritise and manage competing demands.
- Excellent attention to detail to ensure all work is accurate.
- Excellent interpersonal skills and ability to relate to various stakeholders to ensure the highest level of service and presentation is maintained at all times.
- Ability to work collaboratively as part of a larger team.
- A can-do attitude and willingness to go above and beyond.
- Excellent time and resources management skills to ensure efficiency.
- Demonstrated ability to complete all tasks to a high standard.
- Demonstrated commitment to continual improvement and learning.
- Accurate word processing and IT skills, including knowledge of a range of software packages such as Synergetic, Consent2Go, SEQTA and cloud-based technologies.
- Valid and current Working with Children Check.
- Police Clearance, valid to within 6 months.

Desirable

- Previous administration experience, preferably within a school environment.
- First Aid qualifications, preferably HLTAID004.
- A relevant qualification would be highly regarded.