Job Description

Middle School Administration Assistant
Temporary Part-time (term time only)

The School
TAS is an Anglican boarding and day school with a co-educational Junior School (Transition to Year 5), Middle School (Years 6-8) and Senior School (Years 9-12) for boys only. The School has an enrolment of around 600 students, including 200 boarders. TAS values and actively pursues individual academic performance and effort, but a TAS education is a comprehensive one, presenting every student with the experiences that develop character and resilience, promoting creativity, initiative and leadership and preparing them for life. We are proud of our history and traditions and membership of the GPS, yet at the same time we are liberal and progressive. TAS staff members are intrinsically involved in all aspects of the co-curricular program, allowing them to build positive and effective personal relationships with students, parents and colleagues.

The Position
The Middle School is seeking a temporary part-time Administrative Assistant to provide day to day support to the Head of Middle School, assist in the organisation and implementation of Middle School functions/events and to independently carry out all organisational, administrative and secretarial duties as required.

The position is a temporary part-time one offering 26 hours per week (term time only) for a 12 month period commencing 20 April 2015 and concluding Thursday 7 April 2016. The general hours of work are 8.30am – 3.30pm (Mon-Wed) and 8.30am – 12.30 pm (Thu/Fri).

Confidentiality, initiative, excellent communication and computing skills are essential, as is the ability to liaise with staff and parents in a professional and courteous manner. You should have the ability to prioritise and work efficiently in a busy environment. Experience with Apple Macintosh computers would be an advantage.

Other duties will include, but are not limited to, maintenance of database and student files, managing absentees and parent teacher interviews, typing correspondence, photocopying, fax, email, sorting/collating mail, ordering materials, keep minutes of meetings, prepare certificates, invitations,
publications, newsletters as required. You will need to provide good communication flow between other areas of the school administration. As one of the primary contact points for the School you will be required to:

- use all reasonable efforts to promote the interests of the School
- serve the School faithfully and diligently to the best of your ability
- always act in the School’s best interests.

Conditions

Salaries and conditions for the position are governed by the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2015-2017 or any instrument that replaces the award. The classification for the position under the Agreement is Level 2 Step 3.

Applications

Applicants for this position are expected to complete the General Application form (available on the school website at http://www.as.edu.au/employment.php or from Reception reception@as.edu.au on 67765800). Additionally, a covering letter, curriculum vitae and contact details of at least two current referees should also be provided. Printed references may also be included with the application.

In accordance with new Child Protection legislation all people seeking child-related employment are required to complete a Working with Children Check clearance prior to employment at the School. Please see http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check

All applications should be addressed to Employment, The Armidale School, Locked Bag 3003, Armidale NSW 2350. Applications may also be faxed to (02) 6776 5800 or emailed to: employ@as.edu.au. The closing date for applications is Friday 20 March 2015.