ORAN PARK ANGLICAN COLLEGE

Administration Assistant (Term time)

Oran Park Anglican College is a rapidly growing College located in the fastest growing area of Southwest Sydney. The College is seeking a motivated, well presented, reliable, vibrant and professional person to join our administration team at the College. Applications should be committed Christian’s who are active members of their church.

Role responsibilities:

- Greet and assist all visitors, contractors, parents and volunteers arriving at the College
- Ensuring all visitors are accounted for whilst on the premises with appropriate name tags and Working with Children clearances
- Responsible for mail, including incoming email, packages and faxes and their distribution.
- Sign in/out students outside of normal start and finish times
- Primary contact for College first aid, looking after students attending sick bay
- Answer questions and refer students to the appropriate staff member if unable to assist
- Answer incoming telephone calls, transfer to relevant staff member or take message as required
- Maintain student records using the Edumate database system which will include absences and applications for extended leave (holidays, sickness etc)
- Review rolls and assist with attendance maintenance/analysis as required by the Principal
- Assist with all aspects of student travel to/from College – liaising with the transport companies and keeping up to date with any changes to transport procedures and routes
- Administration of all College purchasing activities, including supplier selection and liaison, generation of purchase orders, verification and approval of invoices
- Assist with the Accounts payable process, preparing payment requisitions for the Anglican Schools Corporation
- Other administrative duties as directed

Selection Criteria

Based at the front desk, the Administration Assistant is the first point of contact for all visitors and families of the College therefore, it is important that the successful applicant has the following skills/attributes:

- Strong interpersonal and customer service skills
- Enjoy dealing with people daily, being tolerant and polite but assertive
- Maintain a well-groomed and business like appearance
- Ability to communicate at all levels and work well under pressure
- The ability to create a positive, friendly enduring impression
• Solid levels of computer literacy and a good level of proficiency in the use of Microsoft Office
• Experience using a corporate database system eg. Edumate
• Excellent attention to detail
• Be proactive, punctual and reliable
• Work collaboratively, establishing rapport and maintaining effective working relationships with students, parents and staff of the College community
• Excellent telephone skills and ability to handle all telephone enquiries in a friendly and helpful manner and re-direct enquiries and/or take appropriate follow-up action.
• Must hold, or be willing to obtain, a current senior first aid certificate and keep up to date
• Be a committed Christian and an active member of a church

**Hours Required**
Term Time – 8.00 am to 4.00 pm

**Commencement Date:**
Immediate

**Submitting an application**
Applications will only be considered if the relevant application form and Working With Children Check is completed and disclosed on your application.

The “Application for employment – Support staff” form and link to the relevant Working With Children Check can found under the “Employment” tab of our website, [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)

**Application closing date:**
Applications will be considered as received, please submit your application for the position as soon as possible and **no later than 17 March 2017**.

Please forward your application marked “Private and Confidential” to:
Mrs Naomi Wilkins
Principal
Oran Park Anglican College
Email: employment@opac.nsw.edu.au (as one PDF)
Website: [www.opac.nsw.edu.au](http://www.opac.nsw.edu.au)
Address: 60 Central Ave, ORAN PARK NSW 2570