



Administrative Assistant – Casual

Oran Park Anglican College is a co-educational College catering for over 900 students Prep – Year 12 in 2022. The College is seeking a motivated, well-presented, reliable and professional person to join our Administration team on a casual basis. Applicants must be able to support the College’s Christian values and have a high level of comfort with change, be flexible and willing to be involved in a range of activities.

Primary Purpose

The Administrative Assistant – Casual will support the Administration team in providing clerical support to the College on a casual basis.

Major Responsibilities

The Administrative Assistant – Casual is responsible to the Principal through the Executive Assistant. Duties will include but are not limited to the following:

- Creating a positive, friendly, enduring impression when greeting and assisting visitors, contractors, parents and volunteers arriving at the College
- Responding to telephone enquiries in a friendly and helpful manner, re-direct enquiries and/or take appropriate follow-up action
- Sign in/out students outside of normal Collage start and finish times
- Responding to students attending Student Services
- Providing First Aid as required
- Providing administrative support to teaching staff as required

Essential Criteria

The successful applicant must have the ability to work in a dynamic school office environment to provide reception and clerical support. Essential criteria for this role include;

- A committed Christian and active member of a church
- Understanding of and ability to contribute to the vision and mission of Oran Park Anglican College
- Warm, welcoming and bubbly personality; able to empathise with members of the College community with a high degree of confidentiality
- Solid levels of computer literacy and a good level of proficiency in the use of Microsoft Office including strong numerical, keyboard and data entry skills
- Current First Aid Certificate

The successful applicant will be expected to satisfy child protection screening and adhere to the College’s Child Safety Policy.

Submitting an application

Applications will only be considered if the relevant “**Application for Employment – Non Teaching**” form and Working with Children Check is completed and disclosed on your application which can be found under the “Employment” tab of the College website.

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

Address: 60 Central Ave, ORAN PARK NSW 2570

Vision

We strive to be a vibrant learning community that impacts every member for Jesus, through life-changing, caring, quality Christian education

Mission

We do this by growing a strong and sustainable College community that nurtures Christ-shaped values of courage, curiosity, craftsmanship, collaboration and compassion.