



ORAN PARK
ANGLICAN COLLEGE

Administrative Assistant – Parent Reception

Oran Park Anglican College is a vibrant learning community in one of the fastest growing areas of Southwest Sydney. Catering for over 1100 students Prep – Year 12 in modern purpose-built facilities the College has established its reputation as providing a respectful, joyous and collaborative learning environment with strong pastoral support. We value academic rigour, comprehensive and inclusive pastoral care, service-learning opportunities, thriving sporting programs and excellence in the creative and performing arts.

In a recent School Review the College was described as a “positive, joyful community where the care of students was paramount”.

The College is seeking a motivated, reliable and professional person to join our Administration team. Applicants must be able to support the College’s Christian values and have a high level of comfort with change and be flexible and willing to be involved in a range of activities.

Position Summary

The Administrative Assistant – Parent Reception is the first point of contact for all visitors and families of the College and provides clerical support to the Administration team.

Reports to:

HR and Parent Reception Coordinator

Status and Hours:

Full time (Annual) or Term Time, Permanent position

Standard hours are Monday to Friday 8.00am – 4.00pm, although an understanding is required that the role will require greater hours than this, including attendance at full staff meetings held each term and other after hour events (with notice).

Full time - Holiday Allowance: 4 weeks per year to be taken during school holidays plus an additional 2 weeks non-accruable special leave for any additional work past 4.00pm to support the operational functions as agreed with the Principal.

Full Time Equivalent (FTE):

1.0

Dress Code:

An Oran Park Anglican College uniform is provided for this position.

Major Responsibilities

Major responsibilities include but are not limited to:

- Create a positive, friendly, enduring impression when greeting and assisting all visitors, contractors, parents and volunteers arriving at the College.

of greater worth than gold.

60 Central Avenue, Oran Park NSW 2570

(02) 4604 0000 | admin@opac.nsw.edu.au | opac.nsw.edu.au



ORAN PARK ANGLICAN COLLEGE

- Responding to all telephone enquiries in a friendly and helpful manner, re-direct enquiries and/or take appropriate follow-up action.
- Ensuring all visitors, contractors and service providers are accounted for whilst on the premises with appropriate name tags, Working with Children clearances and where necessary supporting documentation.
- Responsible for mail, including incoming email and packages and their distribution.
- Sign in/out students outside of normal start and finish times and oversee absence requests.
- Maintain up-to-date data for parent helpers, tutors, sports coaches including valid WWCC clearance and signed code of conduct.
- Receive and check deliveries.
- Assist the Finance Operations Coordinator with administrative tasks when necessary.
- Preparation of college awards
- Receipting of cash and credit card payments
- Manage bus pass and private vehicle subsidy return applications.
- Attend College functions as required with notice.
- As part of the wider administration team, assist when necessary with administrative tasks.
- Working collaboratively, establishing rapport and maintaining effective working relationships with students, parents and staff of the College community.

Professional and Personal Attributes

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 friendly 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
- Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines, work well under pressure and manage competing tasks.
- Excellent attention to detail
- Ability to work independently and collaboratively as required.

Desirable Criteria

- Previous work in an educational setting.
- Experience using school management systems, particularly Edumate

Additional Information

of greater worth than gold.

60 Central Avenue, Oran Park NSW 2570

(02) 4604 0000 | admin@opac.nsw.edu.au | opac.nsw.edu.au



ORAN PARK ANGLICAN COLLEGE

- Salary:** In accordance with the Independent Schools NSW/ACT Standards Model (Support and Organisation Staff) Multi-Enterprise Agreement 2021 based on qualifications and experience plus an additional 2.97%.
- Child Safety:** Oran Park Anglican College is committed to child safety. All members of staff are required to comply with applicable child protection legislation and are responsible for ensuring that the College's Child Safe policies, procedures and programs are at the forefront of all we do. As such, all members of staff are expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.
- WHS:** Oran Park Anglican College acknowledges that the health, safety and wellbeing of people and the provision of a safe working and learning environment are central to the values of the College. All members of staff undertake annual WHS training. The successful applicant will be provided with their WHS responsibilities at the time of appointment.
- Diversity and Inclusion:** Oran Park Anglican College provides equality, culturally safe and child-friendly services for all students. The successful applicant will be required to comply with policy and training requirements.
- Note:** All positions evolve over time and as such, the position description should be viewed as a guide with the full expectation that other duties as required will be a natural part of the role. The role will continue to evolve in consultation with the Principal.

The Application Process

Applicants are required to:

- Complete the "Application for employment – Non-Teaching" form (found under the Employment tab on our website)
- Provide a 1-2 page cover letter which details your experience and demonstrates your ability to meet the essential criteria for this position, including a statement of personal Christian faith.
- Curriculum Vitae of no more than 4 pages

Please forward your application marked "Private and Confidential" to:

Mrs Naomi Wilkins
Principal
Oran Park Anglican College

Email employment@opac.nsw.edu.au – one PDF document

Website www.opac.nsw.edu.au

Applications will close on Monday 6 May 2024

of greater worth than gold.

60 Central Avenue, Oran Park NSW 2570
(02) 4604 0000 | admin@opac.nsw.edu.au | opac.nsw.edu.au