



## Careers at SCOTS PGC College

### Information for applicants

Vacancy: Junior and Middle Schools Secretary  
Closing date: Friday, 16 March 2018  
Commencement date: Monday, 16 April 2018

### The College

SCOTS PGC College is a Uniting Church school that aims to offer the finest co-educational learning experience in South-East Queensland. We encourage striving for individual excellence and achievement as well as promoting a value of service to the wider community. Our philosophy of schooling rests squarely on the belief that a true education encourages young people to question and explore, to develop a strong sense of personal identity, to strive to achieve one's best, and to value the act of serving without losing one's desire to lead.

We are a specialist co-educational boarding and day school that includes students, Prep through to Year 12 located in Warwick, Queensland.

### The role

The Junior and Middle Schools Secretary provides administrative support to the Head of Junior and Middle Schools and to the broader sub-school community (teachers, students and parents). The position requires that the successful candidate will have a high level of administrative skill, time management and a positive attitude to dealing with the daily challenges that arise when working in an organisation that has children at the centre of decisions and priorities.

The position is part-time, term-time. The successful applicant will work 30 hours per week, Monday to Friday.

Staff at the College must demonstrate a commitment to our values as they relate to child protection and professional conduct.

### Selection criteria

1. A demonstrated ability to service the needs of our Junior and Middle School students, parents and staff to a very high level.
2. High level administration and organisational skills.
3. Excellent editing skills and attention to detail.
4. An ability to maintain a calm and pleasant presence in a dynamic, fast-paced work environment.
5. Highly developed ICT skills relevant to an administrative or personal assistant role.
6. Excellent communication and interpersonal skills.
7. The ability to obtain a Positive Notice (Blue Card) for working with children in Queensland.

### Desirable

1. Certificate level qualifications in a relevant area.



### **How to apply**

All applications should be submitted via the College's Seek.com.au portal by clicking the link below.

**APPLY FOR THIS POSITION**

### **Applications**

Applications should include:

1. A letter of application addressed to the Principal, Mr Kyle Thompson.
2. A statement addressing the key selection criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least two professional referees.

The successful applicant will be subject to employment screening, which will include;

1. Reference checking and verification of employment history
2. Criminal history check

Applicants must be eligible to apply for a Blue Card for working with children in Queensland.

### **Privacy**

A copy of the College's Employment Collection Notice can be obtained by clicking here.

### **Enquiries**

Enquiries regarding this vacancy should be directed to the Human Resources Officer.

P: 0746669811

E: [employment@scotspgc.com.au](mailto:employment@scotspgc.com.au)



## **POSITION DESCRIPTION**

### **COLLEGE PURPOSE**

The College provides an outstanding holistic co-educational education to students throughout South East Queensland and beyond enabling them to become positive, resilient and engaged global citizens.

### **VISION**

The College espouses all of the values of the Uniting Church ensuring that these inform our students' lives as individuals and a community. While emulating the values of the Uniting Church, concurrently instil and develop the values and traits of:

- Excellence
- Curiosity
- Caring
- Integrity
- Innovation
- Courage

### **POSITION TITLE**

Junior and Middle School Secretary

### **ORGANISATIONAL RELATIONSHIPS**

Reports to:	Head of Junior and Middle Schools and Principal's Personal Assistant
Direct reports:	Nil
Internal relationships:	Works closely with other College administration staff, teaching staff and boarding staff Communicates with students and families
External relationships:	Relevant community organisations and bodies

### **CLASSIFICATION**

- SCOTS PGC Enterprise Agreement
- School Officer Level 3
- Part-time, term-time



## **INCUMBENT**

Vacant

## **POSITION OBJECTIVE**

To provide the highest level of administrative support to the Head of Junior and Middle Schools in order to maximise the time the Head of School has available to work on teaching, learning and pastoral projects. The incumbent will need to communicate effectively with teaching staff, administration staff, students and parents and demonstrate a high level of customer service in order to be successful in this role

The position requires the incumbent to demonstrate a consistently high level of initiative, judgement and confidentiality.

## **SKILLS AND ABILITIES**

- A passion for working within an educational environment for the ultimate benefit of the students in our care.
- Excellent customer service skills.
- Excellent verbal and written communication skills.
- An ability to effectively organise calendars and schedules.
- Highly developed ICT skills, particularly in the use of Microsoft Office, organisational database software.
- An ability to maintain a calm and pleasant presence in a dynamic, fast-paced work environment.
- The ability to produce and proof-read a variety of documents to a very high standard.
- Excellent editing skills and attention to detail

## **KNOWLEDGE**

- Thorough knowledge of administrative procedures and work practices relevant to the work area and the position.
- Detailed understanding (or the ability to acquire this within a short period of time) of the role of the various sections of the College, College Council and parent community.
- Knowledge of statutory requirements relevant to work area.

## **QUALIFICATIONS AND EXPERIENCE**

- Certificate level qualifications are desirable.
- Positive Notice (Blue Card) for child-related employment in Queensland
- Previous experience in administration and executive support roles

## **OTHER ATTRIBUTES**

- A flexible attitude to the daily work flow.
- Demonstrated initiative to assist in other areas of work.



## **KEY RESPONSIBILITIES AND DUTIES**

The key responsibilities may be modified from time to time to ensure the expected outcomes are co-ordinated with the College's strategic plan. Without limiting the above, the key responsibilities and duties shall include:

- Maintain the HoJMS's calendar so that adequate time is allocated to meetings, teaching, planning and pastoral and other priorities.
- Produce documents and presentations to a high standard as directed by the HoJMS
- Ensure the timely and efficient filing of meeting notes and correspondence.
- Act as the first point of contact for the Junior and Middle Schools for parent and student enquiries. The incumbent will use a high level of discretion and judgement in dealing with enquiries and communication.
- Maintain relevant student information within the organisational database and electronic filing structure for Junior and Middle Schools.
- Assist the HoJMS in managing the student reporting process for Junior and Middle Schools, including entering relevant criteria and topic statements, liaising with teaching staff, proof-reading and editing reports to a very high standard, collating and printing.
- Take responsibility for the management of key events and functions.

## **GENERAL PERFORMANCE STANDARDS**

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines.
- Work is carried out in accordance with accepted industry standards and legislative requirements or standards which may be appropriate and including College policies and procedures.
- Allocated tasks and reporting requirements are consistently completed within the agreed time frames.
- Actively participates in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
- Demonstrate a spirit of co-operation toward other employees and the achievement of the College's aims and objectives.
- Staff are expected to maintain an appropriate standard of dress and personal presentation to reflect their profession and work responsibilities.
- The College is a non-smoking environment. College policy and Queensland legislation dictate that smoking is prohibited within all areas of the College and within 5 metres of the College boundary.

## **SELECTION CRITERIA**

### **Essential**

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3. Excellent editing skills and attention to detail.



4. An ability to maintain a calm and pleasant presence in a dynamic, fast-paced work environment.
5. Highly developed ICT skills relevant to an administrative or personal assistant role.
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**Desirable**

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