



ST PIUS X COLLEGE

CHATSWOOD

ROLE DESCRIPTION

Administration Assistant

POSTION OVERVIEW

Responsible for a variety of administrative tasks across a number of departments within the College. The role also incorporates working collaboratively within the College and requires a high degree of confidentiality and professionalism delivered in a warm and caring manner. Also to work collaboratively with the Leadership Team of the College in creating an authentic Catholic school in the Edmund Rice tradition.

General Area/s of Responsibility:

PDHPE

- Data entry
- Preparation of programs for Carnivals
- Preparation of home game Booklet for Oxford Falls

Junior Library

- Processing new resources
- Maintaining teacher resources
- Shelving books
- Clickview
- Book covering

Learning Support & Enrichment

- Data entry
- File management and maintenance of student records (in relation to LSE)

Performing Arts

- Desktop publishing
- Accessioning and filing of music scores
- Photocopying
- Music Tutor Report Preparation

Student Reception

- Welcome visitors
- Attend to telephone enquiries discretely and promptly
- First Aid
- Postage

Administration Reception

- Producing Staff News
- Assisting with Mail Outs
- Binding as required
- Photocopying as required
- Proofreading Woodchatta

Assistant to Principal's PA

- Assist with catering/hospitality
- Maintaining Boardroom and kitchen
- General shopping for PA and Principal
- Filing of past student files
- Filing of general administration
- Other duties as instructed by the Principal's PA

Effective November 2017