**ADMIN SERVICES POSITION**

**Duties**

**Reception:**
- Answer all phone calls in a timely, efficient and courteous manner
- Refer all phone calls or messages to appropriate staff in a timely manner
- Greet visitors in a courteous manner
- Assist visitors to sign in as appropriate
- Respond to student enquiries in a courteous manner
- Support students in sick bay

**Admin:**
- Manage student travel pass information
- Manage uniform orders in a timely and efficient manner
- Manage enrolment records
- Set up and maintain student record files
- Archive student record files regularly
- College Council meetings minute taker
- Filing invoices and records for College manager on a regular basis
- Maintain and order stationery supplies as required

**Events:**
- Advertising liaison with local newspapers
- Organise and manage events such as Open Days, Parent Information Evenings
- Prepare mail-outs for publicity or events
- Presentation Night preparation
- Catering
- Manage bookings for conferences and travel

**General**
- Provide service that respects and protects the rights of the internal and external customers, and maintains their privacy and confidentiality
- Maintain an open and effective communication style with a variety of stakeholders
- Positively promote the College both internally and externally
- Demonstrate understanding of Trades Norwest Anglican Senior College’s vision, mission and strategic plan
- Participate in quality improvement programs and other organisational activities relevant to this position
- Take reasonable care for own and others’ health and safety while at work
- Maintain a clean and tidy workplace – both personal work desk and college facilities generally

**Desirable qualities:**
It is desirable that staff at Trades Norwest Anglican Senior College should be able to demonstrate:
- Alignment with the Philosophy of Education of the Anglican Schools Corporation
- An active commitment to the Christian faith
- An ability to relate to (predominantly male) 15-18 year old adolescent students
- Ability and willingness to work as a team member
- Excellent computer technology skills with word-processing, spreadsheets and database
- Excellent time management skills
- Excellent organisational skills
- Excellent verbal and written communication skills