



Moreton Bay Boys' College

Life adventurers. Life achievers.

Administration Assistant

Duties and Responsibilities

General Information

Established in 2003 MBBC is a P – 12 boys' school set in the leafy bayside suburb of Manly West. It currently has 500 plus enrolments. At MBBC the Primary School consists of Years Prep to 6 with the Secondary School Years 7 – 12. As an International Baccalaureate World school, Moreton Bay Boys' College offers the great benefits of an internationally recognised approach to education. Our globally-focused syllabus helps boys connect with the world around them – managing, constructing and deconstructing knowledge and applying it to different contexts and experiences. Teachers use the Primary Years Program (PYP) and the Middle Years Program (MYP) of the International Baccalaureate to plan inquiry-based, differentiated units covering all aspects of the Australian Curriculum. Senior boys follow the QCAA pathways with the majority of boys obtaining an OP.

College Vision

The College strives to be a leading internationally minded school that offers its boys an innovative, broadly based educational experience. Our philosophy is built on the foundation of Christian values and aims to develop each boy's critical thinking and individual abilities, equipping them with the skills necessary to be successful, productive and responsible global citizens. In brief, Moreton Bay Boys' College strives to develop our boys into young men of faithful service, leadership and integrity, while at MBBC – and into the future.

Relationship with Moreton Bay College

An historic turning point in the College's evolution occurred on July 1, 2011 when Moreton Bay Boys' College (MBBC) and Moreton Bay College (MBC) became formal partners on the premise that "Together we are Stronger". Governed by a joint Board and led by a single Executive Principal with each school retaining its single sex focus and its own personality and attributes, both schools have significant strengths to offer the other and together have a unique market leading proposition in private school education.

We work together to harness our expertise, resources, knowledge, facilities and business functions to best effect. MBBC places a strong emphasis on moral education, with its core values of Care, Character, Engagement and Team work at its core. Accordingly, all employees are expected to model the same attributes of respect, care and courtesy for others in their dealings with each other and the College.

1. APPOINTMENT

- 1.1 The **Administration Assistant** is appointed by the Executive Principal, reports to the PA to the Head of College and is responsible to the Head of College.
- 1.2 The position is classified as a School Officer and will attract a salary in accordance with the Moreton Bay Boys' College Enterprise Agreement.
- 1.3 The **Administration Assistant** is responsible for the provision of administrative support to the Head of Primary and staff in key areas as outlined below. This position requires personal and professional discretion, a sense of utmost confidentiality, loyalty and tact.
- 1.4 The **Administration Assistant** is expected to support the College community (Head of College, staff, students and parents) in the continued promotion of the philosophy and Strategic Plan of the College. All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.

2. KEY DUTIES

- 2.1 Provide secretarial assistance and administrative support to the Head of Primary.
- 2.2 Co-ordinate with relevant staff members, providing administrative support in the execution of P-12 activities including functions, events, incursions and excursions.
- 2.3 Establish, coordinate and maintain effective office systems and procedures, ensuring confidentiality, quality assurance and compliance with College policies and procedures.
- 2.4 Operate and maintain databases, filing systems, electronic information systems and office equipment.
- 2.5 Liaise and network with other administration support staff within the College, and operate as a member of the Administration team.
- 2.6 Assist the Head of Primary in the conduct of general administrative duties such as hosting visitors, organising special events, scheduling meetings, collation of papers, etc.
- 2.4 Develop and maintain procedures for the systematic retention, protection, retrieval, transfer and disposal of files and records.
- 2.7 Manage the effective dissemination of correspondence received by the Head of Primary determining action and priorities and where necessary prepare appropriate replies.

3. ADMINISTRATION

- 3.1 Effectively manage and maintain the Head of Primary calendar and diary.
- 3.2 Effectively deal with parent inquiries and concerns.

4. OTHER

- 4.1 Develop and maintain positive communication and working relationships with officers throughout the school and external stakeholders.
- 4.2 Support the College's Admissions program by publicly and privately supporting the College to past, present and future families.
- 4.3 Other duties which the Head of College may delegate from time to time.

REQUIREMENTS

Note that staff are required to familiarise themselves with the College Child Protection Policy.

Moreton Bay Boys' College is committed to maintaining a healthy and safe work environment. Everyone must adhere to the *Workplace Health and Safety Act 1995*.

All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity, and in a way that shows a proper concern for the public interest.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with their obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body, or the College.

With regard to student behaviour, a non-teaching staff role is not to actively discipline a student but rather one of observance and reporting (to the appropriate teacher or the Head of College) of a misdemeanour so that sanctions may be invoked where required. However within the staff's Duty of Case it may be necessary to step in when a situation is unsafe or a student is at risk.

Please note that this Position Description:

- Can alter with changes in the role and responsibilities of this position
- Will be used as a framework for appraisal

APPLICATION

Suitable applicants should apply by submitting an application that clearly provides detail about each of the following:

- A statement of reasons why you are applying for this position;
- A current CV that clearly details experience, particularly in relation to the above skills and abilities;
- Any additional information you may wish to submit; and
- The names and contact details of two professional referees.

Please note:

All applicants must declare

- any convictions of any criminal offences
- that all information supplied is accurate and complete

Applications to be sent to:

Ms Tracey Lee
Human Resources Advisor
Email: employment@mbbc.qld.edu.au

Applications close 4pm Tuesday 3 October 2017.

Please note: only those applicants shortlisted will be contacted after the closing date.

EMPLOYMENT COLLECTION NOTICE FOR MORETON BAY BOYS COLLEGE

In applying for this position you will be providing Moreton Bay Boys College with personal information. We can be contacted at PO Box 80, Wynnum Qld 4178; employment@mbbc.qld.edu.au; phone (07) 3906 9444.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.

The College's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

*We will not disclose this information to a third party without your consent. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. *We may also collect personal information about you in accordance with these laws.**

The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

*If you provide us with personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.**

**If applicable.*