

Role Description

Administration Assistant (to the Senior School Deans)

Reports to:	Office Manager, and then the Head of Campus
Hours:	Monday to Friday 7:30am – 2:00pm with half hour unpaid for lunch 52 weeks per year with 4 weeks annual leave
Contract type:	Permanent part-time

Role Purpose:

This position is responsible for assisting with many of the administrative components of the work of the Senior School Deans.

Specific tasks associated with the role include the following:

- Assist with organising and processing of compliance requirements for cocurricular staff including overseeing the Clipboard data for the Intern program
- Assist with the administrative duties and formal records of the Cocurricular activities, as required by the Deans
- Assist with the administrative duties associated with the Duke of Edinburgh program including the bookings for expeditions and the girls' record-keeping
- Assist with the administrative duties associated with the School's Debating program including booking rooms, buses and supper as required
- Enter the relevant data associated with NESA such as Illness/Misadventure registers Years 10 – 12 and Teacher attendance at registered Professional Development sessions
- Oversee the Disability Provision room booking arrangements
- Enter new data onto our Alumnae database
- Assist the School Receptionist with answering telephone inquiries and provide general reception relief as required
- Fulfil any other reasonable requirements as requested by the Principal.

Essential Attributes

- Full support of the Christian ethos of Meriden
- High proficiency in using the Microsoft suite of desktop business applications especially MS Word and MS PowerPoint
- Highly-developed organisational skills and attention to detail
- Excellent consultation and communication skills (both written and verbal) and interpersonal skills with the ability to deal with stakeholders at all levels and from a range of backgrounds.
- Excellent time-management skills, including the capacity to arrange the workload to meet conflicting priorities and deadlines
- An orientation towards 'rolling up their sleeves' and getting involved with issues as required
- Confidentiality, flexibility, initiative, discretion and loyalty to the School.