



Role Description – Boarding Administrative Assistant

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Author(s)	Head of Boarding
Authorised by	Principal, Business Manager, Head of Boarding



Role Description – Boarding Administration Assistant

Purpose of the Position

To provide efficient and effective administrative support to Head of Boarding

Organisational Relationships

This role reports to the Head of Boarding. This role is a member of the school's boarding staff team. The Head of Boarding leads the Boarding Team.

Knowledge, Skills, Experience & Personal Characteristics

- Hold a current WWCC number
- Hold a current first aid certificate
- Hold current Anaphylaxis and Asthma certification
- Hold a current driver's license
- Understand the importance of confidentiality
- Have previous experience in administration or be working towards or hold a tertiary qualification in a related field or be willing to undertake further study
- A high level of computer and communication skills
- A degree of flexibility with working hours

Key Responsibilities

- Provide a high level of administrative support to the Head of Boarding including but not exclusive to:
- Preparation and monitoring of boarding staff professional development files
- Amendments to boarding guidelines and staff handbooks
- Preparation of boarding staff roster
- Organisation and planning of weekend boarder's activities
- Assist with organisation and planning of boarders end of year weekend away
- Bus bookings for downtown travel during term
- Assist with recruitment process for new boarding staff
- Participate in meetings as required
- Other administrative duties as directed
- Dress code is neat and smart in accordance with the school's dress code



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All Employees

- Must be committed to fostering a culture which enables the development of strong, articulate students, who have respect for themselves, compassion for others and are willing to embrace life's challenges.
- Must uphold the values of the School in all words and deeds: integrity, responsibility and personal excellence.
- Promotion of a positive safety culture in the school and compliance with the School's WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- All employees at NEGS are expected to actively support the Christian ethos of the school. This includes a commitment to the School's mission statement and values.