

Adelaide International School

Position Information Document for Administrative Assistant

Position Title: Administrative Assistant

Tenure: FULL-TIME PERMANENT POSITION

Our Mission

Adelaide International School inspires and challenges every student to develop their potential as a global minded, critical thinking citizen. We specialise in teaching English for Academic Purposes to students wishing to improve their language proficiency before they move to one of Adelaide's highly accomplished prestigious schools and deliver the South Australian Certificate of Education to domestic and international students.

Role: Purpose

To provide high level administrative assistance to the Principal and the small Executive Team.

Role: Responsibilities

Key duties will include (but not be limited to):

- Enquiries: responding to requests from varied stakeholders, including the preparation and distribution of electronic communication as required.
- Documentation: assisting with the preparation, proofreading, and compilation of diverse and complex reports, presentations, and executive team papers. Strong ICT skills are needed.
- Admissions: managing the enrolment process from enquiry to conversion in a timely and effective manner – generating regular reports for the Principal and Executive Team.
- Relationships: establish effective working relationships with the Adelaide International School team and all stakeholders in our school community.
- Support: provide varied support as required to back up the Student Services staff.
- Advice: provide input to the Executive Team on the development and implementation of a broad range of strategies, policies, and procedures.

This role works across Monday to Friday from 8.30 am to 4.30 pm

We are looking for an Administrative Assistant that can demonstrate a highly personable, proactive approach, able to deal with matters in a school environment calmly, effectively, timely and with grace.

School Policy & Administration

- Support and implement College policies.
- Keep up to date with the College Calendar.
- Fulfil professional obligations in terms of supervision of students.
- Attend meetings and briefings to ensure effective communication is achieved.
- Support special school events such as Awards Assemblies and other evening events as required.
- Act as an ambassador for the School at all times and attend some out of hours school promotions such as Open Day.

Perform any other duties as required by the Principal.

As an employee of the school, you will be expected to support our aims and philosophy by your conduct and interactions with the school community.

Work Health & Safety

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers. Reference: Division 4, Section 27 & 28 WHS Act 2012

Specific Requirements

- An empathy and understanding of young people, in particular international students and SACE domestic students looking for SACE completion in a caring environment.
- Be willing to adopt and use the principles of Restorative Justice in consultation with our wellbeing and academic teaching staff.
- Be willing to adopt and use the principles of Positive Education in consultation with our wellbeing and academic teaching staff.
- Be willing to support and work effectively with the Principal and all Adelaide International School colleagues.
- Be able to maintain confidentiality when dealing with sensitive student issues.
- Excellent interpersonal and communication skills.
- Excellent organisational skills.

Acquire and maintain:

- Working with Children Check
- First Aid training

Performance Review

The employee must undertake performance review during their first 5 weeks and at another mutually agreed time before the end of the 3 month probation period. Consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

Employee Signature: Date:

Principal Signature: Date:

Role Review Date:

Performance Review Date:

Application Process

Applications need to include a covering letter, curriculum vitae and the names, email & mobile contact details of 3 referees. All applications need to be emailed to: Ms Gina Kadis, Principal, Adelaide International School: gina.kadis@ais.edu.au

by 9.00 am on Tuesday 22 July 2022

Employer questions

Your application will include the following questions:

- **Your right to work in Australia without restriction?**
- **You must live in Adelaide – your address must be on your curriculum vitae.**
- **Do you have a current Working With Children (WWC) Check?**
- **Salary expectation?**