



BROUGHTON
ANGLICAN COLLEGE

Employment

POSITION PROFILE

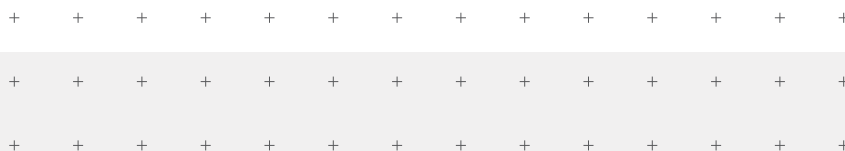
Clerical Officer

*Temporary Full-time Position
(12 Month Maternity Leave
Position)*



Life through Christ.

Connect. Create. Celebrate.



CLERICAL OFFICER**Temporary Full-time Position (12 Month Maternity Leave Position)**

Broughton Anglican College is the leading Pre Kinder to Year 12 Independent School in the Macarthur region and provides exceptional educational opportunities to more than 1,000 students. Staff enjoy an innovative teaching environment with supportive peers, students, parents and carers.

Applications are invited for a temporary full-time position as a Clerical Officer. The Clerical Officer will join our Student Services Centre Team, working between the hours of 8.00 am – 4.00 pm including an ½ hour lunch break during school terms. They are entitled to four (4) weeks annual leave which is to be taken in the December / January vacation period.

The successful candidate will be required to provide evidence that they are an active member of a Bible-based church.

As the College is a child safe organisation, the successful candidate will be required to provide their current NSW Working With Children Check number and date of birth so that the College can verify that the candidate is permitted to teach in NSW schools.

The successful candidate will be required to provide a COVID-19 digital certificate.

The successful candidate will be required to undertake training in First Aid if they do not hold current First Aid accreditation.

Core Values

- A committed Christian who will provide opportunities for students to develop an understanding of the Christian faith and respond to the Gospel of Jesus Christ in adhering to the Christian stance and ethos of the College.
- An active member of a Bible-based church.
- An outstanding educator with a passion for and understanding of, working with children and adolescents.
- Demonstrates the integration of an authentic Christian faith with learning and teaching, to help students develop an understanding of the Gospel, whilst adhering to the Christian ethos of the College.

Core Responsibilities

The Clerical Officer should:

- actively support the College's Christian Mission, Strategic Plan and Vision Statement
- engage professionally with colleagues, parents and carers and the community
- upholds the College's expectations, code of conduct and protocols
- conduct themselves in a manner in keeping with the College ethos at all times
- have the knowledge, and awareness of, matters relating to Work Health and Safety Legislation and its implementation.

The Role

The Clerical Officer is required to:

- work in student reception
- answer and redirect incoming calls or take messages for relevant staff
- greet and assist visitors, contractors, parents, carers and volunteers arriving at the College
- ensure visitors are accounted for whilst on the premises with appropriate name tags
- follow student arrival, departure and absence procedures
- file and archive student related documents and files
- locate students and staff as required
- process and distribute incoming emails, mail, faxes, information for staff pigeon holes.
- make Public Address announcements
- type and enter data as required (e.g. attendance details, exams, results, assessments marks, academic reports)
- complete administrative tasks relating to the preparation of student academic reports including preparation for teaching staff input, printing and distribution
- enter and maintain data relating to student information and classes on the College's administration system

- organise and prepare certificates and other documents for College events / assemblies as required
- set up the booking system with appropriate information for Parent Teacher Interviews and other College events as required
- produce and edit documents for communication to the College community
- perform general clerical duties (e.g. typing, data entry, filing, photocopying, laminating)
- order stationery, resources and office supplies
- order resources (e.g. workbooks, classroom supplies, paper) for the use of students as required
- assist teaching staff with access to stationery and other resources as they require
- assist Teaching, Support and Operational Staff as required
- provide back-up First Aid support
- have exceptional communication skills, both written and verbal
- have a high standard of personal presentation and integrity
- take pride in their work and own the tasks.
- have exceptional customer service skills
- have excellent telephone skills
- have excellent organisational ability
- have well-developed interpersonal skills
- proficiently use a range of common ICT applications including the Microsoft Office suite of products, Office 365, Publisher, Adobe and databases to sufficiently support your duties.
- show initiative, common sense and to problem solve
- have the ability to manage multiple tasks and prioritise effectively
- demonstrate exceptional attention to detail and accuracy
- have the ability to cope within a high pressure environment whilst staying calm and positive
- be flexible
- maintain confidentiality when dealing with information or situations of a sensitive nature
- work collaboratively, establish rapport and maintain effective working relationships with students, parents and staff of the College community
- be organised for, and punctual to commitments, meetings and duties
- dress and behave in a professional manner
- consistently work in a professional manner, meeting deadlines, working as a constructive member of the team
- actively adhere to and enforce the College policies as required
- refrain from addressing College-related concerns through social media
- adhere to the child protection policies of the College
- undertake any other duties as determined by the Headmaster.

Work Health and Safety (WHS)

The Clerical Officer will:

- take responsibility to report any concerns relating to the Work, Health and Safety of staff or students to their supervisor and the Chair of the WHS Committee
- have an awareness of matters relating to Work Health and Safety Legislation and its implementation
- undertake appropriate training to ensure safe work practices as required by the College
- take reasonable care for the health and safety of staff and students with whom they work
- cooperate with the College as necessary to ensure the College maintains a safe workplace
- notify the College of any matters of concern to ensure that it maintains a safe workplace.

Details of Employment

- This is a temporary full-time position.
- The hours are 8.00 am to 4.00 pm with ½ hour unpaid lunch break.
- The Clerical Officer will be required to work every week during term time, one week in each of the pupil vacation periods at the end of Terms 1, 2, 3 and 4 and one week prior to teaching staff at the beginning of Term 1 each year. The Clerical Officer will be stood down without pay at other times during the vacation periods except for four (4) weeks of annual leave which will be taken over the December / January vacation period.
- The Clerical Officer will be required to work on Staff Professional Development Days.
- Remuneration will be Level 2.1 Clerical Officer under the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021. The College will pay your salary in equal fortnightly instalments by electronic funds transfer into your nominated bank or building society account after deduction of all taxes and levies.
- The Clerical Officer is responsible to the Headmaster, through the Headmaster's Executive Assistant and the Senior Clerical Officer.