

AEN 6.1.1 Position Description – Business Administration

Position Description

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

Employee Name: TBC

Date PD Issued: 06/10/2022

Position: Business Administration completing Certificate III Business

Host Employer: Warrnambool Primary School

Supervisor: Sharyn Fary

Host Employer Address: 3/13 Jamieson Street, Warrnambool Vic 3280

Westvic Staffing Solutions Apprentice/Trainee Consultant: Kyla Bryce 0460 307 724

Duties of Position:

Trainees in Business Administration will learn to undertake a range of functions to contribute to the smooth operation of the administration activities within an organisation. They may be responsible for greeting people and attending to enquiries made by phone or in person, and assisting professionals, Managers and Executives by performing clerical, secretarial duties.

Tasks Involved:

- Attend to incoming telephone calls, greet clients and other visitors and respond initially to their enquiry or refer them to appropriate contacts, either in the organisation or elsewhere
- Operate telephone consoles to connect, hold, transfer and disconnect telephone calls
- Assist in maintaining the meeting room diary and booking system
- Set up meeting room / organise catering / provide hospitality services to members/visitors as required
- Open and deal with incoming mail, and organise outgoing mail
- Record, actioning and referral of incoming correspondence
- Create and edit documents using MS Word, MS Excel and MS PowerPoint
- Input, store, retrieve data on computers
- Carry out filing which includes assistance in maintaining the filing index, creation/archiving of files
- Operate office equipment such as the multi-function device machine (photocopier, scanner, printer)
- Assist in updating contacts and distribution lists in MS Outlook
- Arrange purchase of office stationery and kitchen supplies
- Assist with organisation of events
- Support the Business manager and principal team
- Assist teachers in classroom when required
- Monitor children during classroom and play activities
- Assist classroom teachers
- Prepare materials and classrooms for class activities
- Instruct and monitor students under the guidance of classroom teacher
- Follow School policies and procedures
- Assist with general enquiries from children, parents, and staff
- Attend meetings and training
- Attend outings and excursions (may be required to attend overnight school camps)
- Undertake general tasks as required or as directed by supervisor

Work Conditions:

The business trainee will be mainly working indoors in a school office environment, may work for one person or a group of people.

Personal Requirements:

- Aptitude for figures
- Well organised
- Able to work as part of a team
- Able to meet deadlines
- Good communication skills
- Aptitude for working with computers
- Able to work accurately and neatly

Key Selection Criteria:

- Demonstrated capacity for customer focused business administration duties within a small, team-oriented office environment
- Understanding of MS Office (Outlook, PowerPoint, Word and Excel)
- Demonstrated business communication skills, and written communication
- Interpersonal skills relevant to a customer service role
- Ability to work co-operatively within a small team environment and autonomously when required
- Hold Year 12 VCE
- Genuine interest in working in a school environment
- Ability to work with children
- Friendly personality with strong communication skills
- Consciences and hard working
- Punctual and reliable

Qualifications and Licenses Required:

Working with Children Check (willing to obtain)

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Additional Information

- **Hours Per Week:** 38
- **Days per Week:** Monday to Friday
- **Award / Agreement:** National Training Wage Level A
- **Superannuation:** 10.5%
- **Commencement Hourly Rate:** As per National training Wage
- **Any paid annual leave is to be taken during the school holidays**

Copy to: Employee

Host Employer

Main File

Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____ Date ____/____/____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____ Date ____/____/____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____ Date ____/____/____