

## Glen Waverley Secondary College

### Job Description

### Senior School Secretary

ES1-1

This job description should be read in conjunction with the broad job description for SSO1 as described in Appendix 5C of the Directorate of School Education Personnel Manual.

This position is 48/52 and a time fraction of 0.4 - Monday and Friday

#### ***General Work Description***

The officer in this position will assist the Director of Students Senior School and Senior School Coordinators to perform their duties.

Keyboard, word processing and data entry services will be required and an officer in this position would work as part of the Support Services team in the administration of the College.

#### ***Features of the Work***

Day to day duties would be undertaken under limited direction and supervision. Determining work priorities in consultation with the Director of Students Senior School would be a feature of the position.

The officer will be required to possess the ability to undertake a range of duties requiring judgment, liaison and communication within the school community.

The position generally provides a support role to senior staff within the college.

#### ***Skills and Attributes***

The tasks performed will be subject to regular supervision by the Head of School and Business Manager and guidance and instruction is readily available.

The officer will possess demonstrated clerical, keyboard and administrative experience and should possess good organisational skills, working without constant supervision, completing tasks within a given set of time lines and resolve problems of a minor nature.

Officers at the level may have input into or undertake tasks associated with improvement to office systems or operations and require good communication skills, including the ability to deal with direct enquires from a wide range of people within the school community.

#### ***Typical Duties***

- Provide effective clerical keyboard and office management support to the Sub-School.
- Assist in the processing of student admissions, registrations, enrolments and transfers
- Enter, retrieve and obtain reports from the school computer system
- Undertake reception and telephone duties as required

#### ***Key Selection Criteria***

- Appropriate clerical experience and keyboard skills
- Good organisational and office management skills
- Ability to work independently and as part of an administrative team
- Appropriate computer skills and a knowledge of computer applications.