



# Position Profile

Position:	Senior Clerical Officer – Level 3
Team:	Administration team
Org unit:	Aspect Education
Industrial coverage:	– NSW: Support and Operational Staff MEA, – South Australia: Educational Services (Schools) General Staff Award
Classification:	– NSW: Level 3 – South Australia: School Administration Services – Level 3
Reporting Line:	Aspect School Principal
Direct reports:	0-2
Position number:	NA
ANZSCO code:	NA
Position Approved by:	Draft
Date reviewed:	#

## Organisation purpose

**A different brilliant®** - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

## Team purpose

To collaborate as a team of specialists including teachers, teachers' aides, therapists, co-ordinators, administrators and other Aspect staff to support the students with education programmes.

## Position purpose

To assist the Principal with the provision of timely administrative support to the school ensuring systems are effective and efficiently kept up to date and, to provide a welcoming customer experience in all interactions with students, families, caregivers and all visitors to the school. Project work may be required.

## Key accountabilities

### Administration

- Provide administrative support to the principal and leadership team accurately, professionally and on time, enabling school leadership teams to focus on student well-being and teaching and learning.
- Update and maintain school records in an orderly and systematic way, supporting staff with training and logical use friendly guides to complete work tasks.
- Manage the mail function including pick-ups, mail sorting, mailing and special deliveries
- Order and control the supply of stationery and other office supplies
- Organise events and meetings as required by the Principal – this may include taking minutes, creating agendas, managing invitation lists, as well as and other logistics
- Develop and implement Excel spreadsheets to assist with financial and administration reporting systems. Develop presentations and documentation to a professional and high-quality standard

- Prepare presentations and other materials using PowerPoint/Desk Top Publishing as required, including student, parent letters, newsletters, email communications, memos, reports, employment contracts, reports, and brochures as required
- Leads administration projects and coordinates ongoing management of projects to meet the school's business plan, ensuring projects are well planned with clear responsibilities and resources and meet agreed timeframes
- Actively provide feedback and input into cross organisational projects to improve administration systems across Aspect
- Actively contributes to and participates in cross school administration initiatives to streamline and improve administration systems.
- Assist Principal with Workcover administration and
- NESAs registration/audit requirements.
- Perform other general administrative duties as required

### **Customer Experience**

- Ensure that first point of contact with visitors are welcomed, inducted and comply with site safety procedure (WHS) and Safeguarding requirements in a professional, positive and informative way
- Provide a welcoming and supportive customer experience for all stakeholders, including families, making sure they feel valued and welcomed when they arrive at school.
- Clearly and effectively communicate with a variety of external stakeholders in writing, by phone/text/ Zoom and in person.

### **Operational Matters**

- Ensure the office equipment functions well and is maintained and serviced
- Organise catering for special functions as required, including kitchen supplies
- Support the coordination of site maintenance as directed.
- Allocating work to be done by the General Assistant.
- Raise work orders for contractors
- Providing feedback and supervision for cleaners
- Ensuring onsite inductions are completed.
- Coordination of maintenance to be completed during the school holidays, may be required.
- Ensure visitors, contractors feel welcome and are inducted and comply with site safety procedures (WHS) and safeguarding requirements
- Site is maintained to comply with Aspect procedures. All maintenance is recorded and approved as required.
- Fleet care – organising servicing and upkeep of school vehicles.

### **Financial administration and Reporting**

- Weekly preparation and payment of accounts and budget tracking, entering claims into Expense Manager / Prospend in a timely way to meet supplier terms
- Reconcile credit card statements with appropriate receipts
- Intermediate financial reporting skills
- Leads local financial administration ensuring Expense Manager / Prospend is up to date and finance requirements met. Budget discrepancies are identified and followed through to resolution/completion
- Support and provide information to staff regarding fortnightly staff payroll administration and ensure staff submit timesheets on time
- Prepare detailed operational and financial reports for the Principal on time
- Review and monitor expenditure for specific areas of the budget e.g. casual relief, teaching materials, School fees, grants, and Sponsorship tracking etc.
- Monthly reconciliation of leave records (payroll leave reports against rosters)

### **Supervision**

- Supervision of other clerical staff (up to 4 staff) to meet team and individual objectives
- Successful allocation of tasks to administrative team in order to deliver required administration outcomes for the school
- Coordinate clerical tasks of other clerical/administration/maintenance staff.
- Supervise performance of clerical team, ensuring they meet expected accountabilities and support performance development as required
- Assist with onboarding of staff, when required

### **Information Systems**

- Intermediate Excel spreadsheet management
- Maintain Expense Manager / Prospend claims, reconciliation as required
- Maintain School database and other records system are maintained with accurate and up to date information
- Coordinate local IT issues and solutions with IT Team at National office and resolved in a timely and effective manner
- Ensure School data and reporting is accurate, submitted in a timely fashion, in the required formats to support leadership team, national office and for statutory reporting purposes including attendance monitoring, census, NCCD and attendance statistical reporting, school annual reports and other information as required.

### **Safeguarding the people we support**

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support. Staff are expected to:

- follow safeguarding guidelines as outlined in Aspect's Safeguarding the People We Support policy and Code of Conduct.
- complete mandatory Code of Conduct training and implement into day to day operations and practice.
- be vigilant and maintain a heightened sensitivity to recognising signs of abuse, neglect or exploitation and escalate/report those signs/concerns.
- escalate/report other staff practices which deviate from policy/procedure.

### **Work health and safety**

All staff are required to:

- take reasonable care for their own health and safety.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with legislative requirements.
- report unsafe conditions or practices, and make suggestions to their manager on improving work, health & safety at Aspect.
- participate in the staff consultation process about work health & safety matters.
- understand and adhere to Aspect's Code of Conduct.

### **Essential requirements**

#### **Knowledge and Experience**

- Intermediate to advanced understanding and demonstration of Microsoft programs, particularly strong excel skills
- Knowledge or experience in using a database such as TASS, Salesforce, or other student database program would be an advantage
- Knowledge and/or experience in the education or disability sector
- Minimum two years of experience in a senior administration role
- Exceptional customer experience skills

#### **Qualifications / Licences**

- Relevant administration training or qualifications
- Ability to work with intermittent supervision
- There is a requirement to work an additional ten (10) days (pro-rata for FTE ratio) outside school term time (this is included in the salary) (NSW only)
- Working with Children Check or equivalent state clearance to work with children (for paid employment)
- Responding to Risks of Harm, Abuse and Neglect (RRHAN) certificate (South Australia)
- International Police Check (IPC) if relevant

## Attributes and Capabilities

The following attributes and capabilities are needed to perform the role effectively.

<b>Planning and organising</b>	Establishing a course of action for self and/or others to accomplish a specific goal; planning appropriate allocation of resources
<b>Flexibility/Adaptability</b>	Is open to change, can think independently and champion new methods of operation
<b>Attention to Detail</b>	Follows a method of work that is organised, logical and accessible ensuring information is accurate and meets information and reporting needs of the school.
<b>Teamwork</b>	Active participation in and facilitation of team effectiveness. Providing professional and prompt support to the Education team as required.
<b>Technical/Professional Knowledge</b>	Having achieved a satisfactory level of technical and professional skills/knowledge in job related areas, keeping up with current developments and trends in areas of expertise.

## Functional Capacity requirements

The nature of the work in Aspect Education environments for your specific position, undertaking general administrative and non-Teaching activities will have indirect contact with students.	<p><i>Note: Frequency refers to an approximate percentage of time in a typical shift or period on duty</i></p> <p><i>Rarely: Up to 7%</i></p> <p><i>Occasionally: 8% to 33%</i></p> <p><i>Often: 34% to 66%</i></p> <p><i>Continuously: More than 66%</i></p>
Requirement	Frequency
Resilience to time pressure/workload	Rarely
Sitting	Continuously
Standing, Walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboarding, writing	Continuously