



## Position Description

<b>Position Title</b>	<b>Administrative Trainee</b>
<b>Reports To</b>	Executive Officer
<b>Position Summary</b>	The Administrative Trainee will carry out administrative and reception tasks while completing a 12-month Traineeship and achieving a Certificate III in Business (BSB30120).
<b>Award</b>	<u>Modern Award:</u> Educational Services (Post-Secondary Education) Award 2020 Traineeship Wages
<b>Note</b>	This job description is meant to show the main features of the job and is not intended to exclude other duties which are related to the work which may arise from time to time and be expected of this employee.
<b>Approved by</b>	_____ Executive Officer
<b>Date</b>	_____/_____/_____ Revised: February 2021

## Position Description



<p><b>The Role</b></p>	<p><b>The overall aim of this position</b> will be to undertake a range of administrative functions that support the operations of The Ethnic Schools Association of South Australia; ensuring the highest level of accuracy and confidentiality is maintained.</p>
<p><b>Reporting /Working Relationships</b></p>	<p><b>Direct reporting</b></p> <ul style="list-style-type: none"> <li>• The position reports directly to the Executive Officer</li> </ul> <p><b>Internal</b> Works in a collaborative manner as required with:</p> <ul style="list-style-type: none"> <li>• ESASA staff and volunteers</li> <li>• ESASA Committees and appointed Working Groups</li> <li>• Ethnic Schools Authorities</li> <li>• Ethnic Schools Personnel</li> </ul> <p><b>External</b> Works in a collaborative manner as required with:</p> <ul style="list-style-type: none"> <li>• ESASA stakeholders including (importantly) the SA Government Department for Education External Relations Directorate</li> <li>• Australian Federation of Ethnic Schools Associations</li> <li>• Other groups of which ESASA retain membership or close liaison</li> <li>• Community organisations</li> <li>• General public</li> </ul>
<p><b>Special Conditions</b></p>	<p>The position is full time (38 hours per week) with normal hours spread evenly across Monday to Friday plus reasonable additional hours as required including occasional weekend work.</p> <p>To ensure the success of the role it is envisaged that the incumbent will also on occasion work flexible hours I.e. From time to time the incumbent may be required to work after regular weekday business hours.</p> <p>It is expected that the incumbent will have the capacity to manage the demands of the role within the normal hours of work. However should additional hours/overtime be required, it will need to be authorised by the line manager prior to being worked.</p> <p>Any such additional/overtime hours will in the first instance be remunerated via time off in lieu provisions contained within the Award.</p> <p>Approval can be sought for irregular time off by altering the ordinary hours worked on occasion.</p> <p>A current driver's licence and motor vehicle (insured and roadworthy) is not a requirement but will be viewed favourably.</p> <p>Should the incumbent utilise their own vehicle for undertaking business-related tasks, travel allowance will be payable.</p>

## Position Description



	<p>The incumbent must hold a valid DHS Working With Children Check (Child Related Employment screening) at all times. Failure to have this requirement will render the incumbent unable to fulfil the role and will lead to termination of the employment contract. The Association will reimburse any costs applicable to maintaining this requirement.</p> <p>The incumbent must also undertake regular child safe training and other professional development as required by the Association. Such training will be at the employer's expense.</p> <p>A probationary period of up to sixty days may be applicable to this role.</p>
<p><b>Principal Duties</b></p>	<ul style="list-style-type: none"> <li>• Undertake reception/telephone answering</li> <li>• Deal with incoming and outgoing mail</li> <li>• Use word processing and desktop publishing skills to create, format, edit, correct, print and save text documents and correspondence; ensuring a high level of quality of presentation</li> <li>• Use office equipment and implements including computers, photocopier/scanner, filing systems, binding stapling and fastening machines, communications/phone systems</li> <li>• Maintain office and stationery supplies including photocopier consumables</li> <li>• Assist with the accurate maintenance and development of databases and records as required ensuring the integrity and reliability of data maintained; and ensuring adherence to strict confidentiality requirements in regard to the information maintained</li> <li>• Assist with the administration of bookings for workshops and events including the provision of attendance certificates</li> <li>• Assist with preparations for meetings, training workshops and courses including catering preparation, set up and clean up</li> <li>• Ensure a high level of workplace housekeeping and general office/ kitchen/storeroom tidiness</li> <li>• Comply with Association policies and procedures including all personnel related policies and procedures and Child Safe responsibilities</li> <li>• Maintain a database of contacts to assist in the delivery of the role</li> <li>• Ensure compliance with the Association's accounting procedures and requirements including accurate recording of transactions as required</li> <li>• Observe the general principles of effective human resource management/practices</li> <li>• Ensure compliance with the general principles of Work Health Safety and contribute to a safe and healthy working environment</li> <li>• Undertake other duties as directed from time-to-time</li> </ul>

## Position Description



<p><b>Person Specifications</b></p>	<p>Educational/Vocational Qualifications:</p> <ul style="list-style-type: none"> <li>• Minimum Year 12 (SACE Stage 2)</li> </ul> <p>Personal Abilities/Aptitudes/Skills:</p> <ul style="list-style-type: none"> <li>• Well developed interpersonal and communication skills (especially verbal skills)</li> <li>• Exceptional presentation</li> <li>• Attention to detail</li> <li>• Enthusiastic, self-driven with a desire to listen and learn</li> <li>• The ability and drive to complete a 12 month Traineeship and achieve a Certificate III in Business (BSB30120)</li> <li>• Ability to complete study units and submit assignment or assessments as required</li> <li>• Sound organisational and planning skills</li> <li>• Positive work ethic including punctuality</li> <li>• Customer focussed approach</li> <li>• Understand the need for and demonstrate strict adherence to confidentiality</li> <li>• Positive</li> <li>• Current driver's licence</li> </ul> <p>Experience:</p> <ul style="list-style-type: none"> <li>• Well developed skills in the use of computer software packages including word processing, spreadsheets, databases, email and the internet</li> <li>• Good customer service skills</li> </ul> <p>Knowledge:</p> <ul style="list-style-type: none"> <li>• General understating of educational settings</li> <li>• General understanding and knowledge of child safe related requirements relevant to educational settings</li> <li>• General understating of privacy principles and legislation</li> <li>• Understanding of and an affinity for special needs groups, in particular, people from diverse cultural backgrounds</li> <li>• A general understanding of the ethnic and community language school sector as it exists in South Australia</li> </ul>
<p><b>Performance targets</b></p>	<p>The incumbent will be required to meet the objectives of the Position Description.</p>
<p><b>Location</b></p>	<p>The position is located at The Ethnic Schools Education Centre, 255 Torrens Road, West Croydon, SA.</p>