

JOB DESCRIPTION

Position: Receptionist/Administrator – TIGS Prep

Appointed by: The Principal

Report Directly to: The Director of TIGS Prep

Effective Date: Term 2 2023

Overview:

The Illawarra Grammar School is a Co-Educational Anglican IB World School located in the Illawarra, catering for students in Preparatory to Year 12.

The School has earned a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is proud to have achieved and is determined to enhance.

The TIGS Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has student learning as its core business;
- is holistic in nature;
- equips students with the skills necessary for the 21st Century;
- is built around the academic disciplines and is enriched by interdisciplinary and transdisciplinary learning;
- differentiates learning to accommodate the individual needs of students; and
- enables aspirational excellence to be achieved by all.

The School's Mission Statement reads...

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of the School's Mission and Values Statement is essential.

Primary Purpose of the Role:

Provide high-level administrative support to meet the needs of TIGS Prep. The role is varied and busy, requiring the ability to multi-task, prioritise responsibilities, and coordinate a range of different activities and events. The role requires excellent organisational and teamwork skills, strong Microsoft Office skills, attention to detail, and the ability to liaise with a broad range of internal and external stakeholders.

To ensure that the administration of The Piper Centre is efficient and effective and to provide high level customer service which leads to high quality outcomes for children and their families.

Key Accountabilities

- Perform administrative duties to ensure a smooth and efficient daily running of TIGS Prep.
- Competently operate the Information Technology Systems within the service.
- Assist the Director to ensure compliance with The National Quality Framework for Children's Services, Privacy Legislation, The Illawarra Grammar School and TIGS Prep Policy.
- Provide outstanding customer service to prospective and current families.
- Manage and maintain accurate enrolment information within the Student Management and Customer Relationship Management Systems.
- Liaise with applicants, current families and staff.
- Attendance at key School events such as Open Days, Tours, Orientation Days and other school events with an advancement focus.
- Preparation and submission of data for government collections.
- Undertake other duties as required and which are relevant to the position as directed by the Director of TIGS Prep.

Education and Experience**Essential:**

- Show a demonstrated commitment to the School's Mission and Values.
- Completion of Year 12 or equivalent.
- Excellent administration skills in an early childhood education and care service.
- Strong working knowledge of Child Care Subsidy, Hubworks and managing fee payment procedures within Hubworks or similar software.
- Demonstrated ability to manage a range of tasks in a fast-paced team environment with attention to detail and excellent time management skills.
- Current First Aid Certificate.
- Maintain confidentiality.
- Excellent written and verbal communication skills.

Desirable:

- Certificate III in Early Childhood Education and Care.
- Negotiate effectively, think laterally and offer creative solutions.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organise work effectively and manage competing priorities.

Working Conditions:

- This position will necessitate some out-of-hours work on weekends and evenings as required.
- Employment will be subject to the provisions of the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021 or any industrial agreement that replaces that award.

Judi Nealy**Principal**

March 2023