



## Pathways/VET Clerical Assistant Role Statement

*"And whatever you do, do it heartily, as to the Lord and not to men." Colossians 3:23*

Our Pathways/VET Learning Area is an important part of the student's education at Hope Christian College. A Clerical Assistant working in this Area will have excellent administrative skills, will be able to work with parents, students and third party providers to assist the Pathways/VET Coordinator. They will be able to work independently and with other staff teams. They will be friendly, professional and responsive, providing a warm and efficient service to our parents, students and the

wider community. They will form a good working relationship with and be directly responsible to the Pathways/VET Coordinator.

### Personal Qualities

A member of the General Administration team will have the following personal qualities

- Efficient, organised and self-motivated
- Skilled in the use of Microsoft and have the ability to become proficient in school management software
- An excellent phone manner
- Excellent written and verbal communication skills
- Highly interpersonal, able to communicate with people of all ages
- Able to maintain strict confidentiality and to use discretion
- Strong multitasking abilities and attention to detail
- Sincere Christian faith with an active weekly commitment to a mainstream, evangelical, Christian church
- Personal integrity.

### Duties

Day-to-day duties as directed by the Pathways/VET Coordinator, including but not limited to

- Administration duties as required, including but not limited to:
  - Assisting staff, students and visitors to the Pathways/VET Area
  - Receiving, handling inquiries and making phone calls
  - Receive, sort and distribute relevant information
  - Student records management
  - Calendar and event management as directed but the Pathways/VET Coordinator
  - Other general clerical tasks for the Pathways/VET Area.
- Some out of hours work may be required for events such as Open Days and Career Expos - these will be negotiated on a case by case basis
- Any other duties as directed by the College Requirements.

### Requirements

- Before an employee is able to commence work at Hope Christian College they must have current:
  - Working with Children Check
  - Responding to Risk of Harm, Abuse and Neglect training (full day)

**Tenure:** Ongoing employment (following a successful 6-month probationary period)

**Level:** As per Letter of Offer & Schedule

**FTE:** As per Letter of Offer & Schedule

**Weeks:** 22.5 hours/week (0.6 FTE) over 3-5 days for 40 weeks school term weeks + 4 weeks annual leave = 42 paid weeks/year