The Senior School Secretary works closely with the Head of Senior School and other senior staff to provide administrative and organisational assistance in a number of areas (as outlined in the Duty Statement). The Senior School Secretary is the often the link between the Head of Senior School and the parents and, as such, must strongly reflect the ethos and values of All Saints’ College. A high level of initiative is required in all aspects of this role.

The Senior School Secretary will need to have a sound knowledge of the operation of the College and foster good communication links with those involved in all aspects of College life.

The Senior School Secretary reports directly to the Head of Senior School.

**ESSENTIAL CRITERIA**

- Excellent communication (verbal and written), presentation and interpersonal skills
- Accuracy and attention to detail
- Demonstrated excellence in organisational and procedural skills
- Demonstrated ability to work within a team
- Demonstrated ability to work proactively and use initiative in completing tasks and resolving issues
- Strong computer skills including experience using and maintaining accurate records in a database

**DESIRABLE CRITERIA**

- Experience working in a school environment
- A strong understanding of independent schools’ philosophy and aims

**SALARY AND CONDITIONS**

- As set out by award: Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2011 – 2014
  - Classification: Level 2 Step 3 Clerical Officer
  - Hours: 8.30am – 3.30pm (0.72 FTE) – term time only
  - Required to work every week during term time plus two days prior to the commencement of Term 1 and the first day of each holiday period after Terms 1, 2 and 3. (Staff Days at the start and end of a term are deemed to be part of the term)
  - Tuition discounts for children (if applicable)
- Position to commence as soon as possible.
ADDITIONAL INFORMATION

- The Commission for Children and Young People and Child Guardian Act 2000 requires the preferred applicant to be subject to a “Working With Children Check” as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People at the following internet address: [https://check.kids.nsw.gov.au](https://check.kids.nsw.gov.au) Confirmation of employment is conditional upon the preferred applicant being issued with a Working With Children Check clearance.
- All Saints’ College is committed to being an inclusive workplace where diversity is valued, and to fair and equitable treatment of all current and prospective employees.
- A non-smoking policy is in effect at All Saints’ College, including all grounds, buildings and vehicles.
- The appointee to this position may be required to complete a period of probation.

YOUR APPLICATION

Applicants are required to submit:

1. A maximum two page cover letter outlining your suitability for the role.
2. Extra pages may be submitted if necessary to address the essential and desirable criteria.
3. A brief resume including contact details for three referees (one of whom should be someone with current knowledge of your skills and abilities).

Applications close on Monday, 13 May 2013 and should be addressed to:
Dr Peter D. Miller
Head of College
All Saints’ College
Locked Bag 9
BATHURST  NSW  2795

Please contact Mrs Felicity Challita, Executive Assistant, if you have any questions:
Ph: 6332 7310
Fax: 6332 7322
Email: felicity.challita@saints.nsw.edu.au