



**TRINITY**

GRAMMAR SCHOOL

## SUPPORT POSITION

# GENERAL DUTIES OFFICER

## SECONDARY SCHOOL

<b>Position Description</b>	General Duties Officer
<b>Reporting</b>	Supervisor – Director of Campus Administration Reporting to – Head of Operations
<b>Agreement/Award</b>	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017

### **Mission Statement**

Trinity provides boys with a thoroughly Christian education in mind, body, and spirit.

### **The School**

The support staff at Trinity Grammar School undertake an essential administration, business or operational role within the School, completing their duties in a professional and timely manner whilst supporting the School to meet functional requirements and ensure all students are provided with the greatest possible opportunity to reach their full potential.

Trinity Grammar School's commitment to academic excellence, pastoral care and participation in a breadth of sporting and co-curricular activities, including the creative and performing arts, develops the talents of individual boys in mind, body and spirit. The School offers a wide-ranging curriculum that is delivered by motivated, caring staff accessing exceptional facilities and resources.

The School is committed to a professional learning culture in which all staff participate. They are supported to set ambitious personal goals for their own professional practice as well as working collaboratively to achieve strategic, School wide priorities.

### **Purpose of the position**

The General Duties Officer provides operational assistance to the Director of Campus Administration and works across all School buildings and provides general facilities assistance relating to the day to day operation of the Summer Hill (7-12) Campus.

All staff at Trinity are positive in support of the School's traditions and Christian ethos and are expected to be flexible, enthusiastic, competent and dynamic team members who consistently model professional behaviour and collaborative engagement within the daily life of the School.

Members of the School community are expected to co-operate with the senior staff, establish and maintain effective relationships with teaching staff, support staff, students and parents and maintain high levels of confidentiality and professionalism at all times.

### Key relationships

All staff are appointed by the Head Master and are responsible to the Head Master for the overall performance of their duties. The Head Master delegates authority to the School Executive for the effective management of the School. The Director of Campus Administration provides guidance and instruction with day to day duties. Head of Human Resources will provide support and assistance to individual pastoral care requirements.

### Key accountabilities

- 1 Provides operational assistance to the Director of Campus Administration and work across all School buildings and provides general facilities assistance relating to the day to day operation of the Summer Hill (7-12) Campus.
- 2 Assist with the set up and break down and logistical aspects of School events.
- 3 Prioritise staff, students and parents needs and meet their expectations by quickly and effectively solving problems and building credibility and trust.
- 4 Promote ethical, efficient and appropriate use of physical resources, information technology (equipment and software) and social media.
- 5 Completion of duties in a professional and timely manner with a high degree of accuracy
- 6 Contribute to and participate in professional learning in order to demonstrate continual improvement in professional practice.
- 7 Work collaboratively to identify and employ process improvement methods and apply innovative procedures.
- 8 Model the Christian values of the School and provide a Christ-like example to all students regardless of the student's faith or background.

### Role Responsibilities

#### Operational Assistance

- 1 Provide operational assistance to the Director of Campus Administration and/or delegate and works across all School buildings and provides general facilities assistance relating to the day to day operation of the Summer Hill (7-12) Campus. These activities may include, but not limited to:
  - Assist with the set up and break down of the daily Quad Assembly.
  - Assist with the distribution of student learning resources.
  - Assist with the set up and break down of School Examination requirements.
  - Regularly review classroom resources, including signage, and update Director of Campus Administration of any concerns.
- 2 Use the Trinity Grammar School vehicle, and as directed by the Director of Campus Administration -
  - Collect mail from the designated post office.
  - Travel to shops to purchase supplies.
  - Move supplies and equipment to external venues and locations.
  - Travel to the Junior School Campus, the Preparatory School and the Field Studies Centre.
- 3 Use the School's Learning Management System and Administration System to maintain formal records and information required by the School.
- 4 Assist with the physical resourcing, set up and break down of the School Calendar events in line with the Trinity Grammar School guidelines.
- 5 During non-term time, assist the Maintenance Department.
- 6 Assist with the logistical and preparation aspects of significant School events including, but not limited to:
  - Parent/Teacher Interviews, Parent Information Evenings and Parent Support group activities
  - Community Service activities
  - Whole School student events
  - Staff Professional Development Days
  - Internal and External Sporting events and carnivals
  - Celebration and Commemorative Events
  - Events held in the School Chapel

### **Communication**

- 1 Prioritise staff, students and external stakeholder needs and meet expectations by quickly and effectively solving problems and building credibility and trust.
- 2 Undertake low level problem solving and decisions making tasks and only escalate to immediate Supervisor if necessary.
- 3 Promote ethical, efficient and appropriate use of physical resources, information technology (equipment and software) and social media.
- 4 Work collaboratively to identify and employ process improvement methodologies and the application of innovative procedures.
- 5 Work with discretion, respect, trust and discernment while also maintaining confidentiality in all aspects of student, staff, parents and School information.
- 6 Provides a bridge for smooth communication between the Department office and other internal departments, demonstrating credibility, trust and support.

### **Technology and Equipment**

- 1 Be confident and resourceful in learning new technologies and continuously upskill in digital technologies.
- 2 Effectively use the School's Administration System, if required.

### **Professional Learning**

All staff are expected to meet and maintain their professional skills and undertake appropriate training as required.

- 1 Contribute to and participate in professional learning in order to demonstrate continual improvement in employment practice.
- 2 Ensure School compliance requirements are current (First Aid, Working with Children Check etc).

### **Child Safety Standards**

- 1 In line with the School's Core Staff Documents and associated Policies and Procedures, all staff are responsible for understanding and applying the School's Child Safety Policies and Procedures, including identifying and reporting risks, identifying child abuse indicators, management of disclosures and internal and external reporting obligations.
- 2 Communicate confidentiality with appropriate senior staff any issues or perceived danger to a student.
- 3 Where students are under your care, take all practicable measures to protect students where a risk to their safety has been identified.

### **Work Health & Safety**

All staff are expected to:

- 1 Adhere to and implement safe work practices and procedures in accordance with Trinity Grammar School policies.
- 2 Work safely and report any hazards in accordance with School procedures.
- 3 Monitor and take full care of the health and safety of others.
- 4 Participate when required in the resolution of safety issues.

### **Professional Experience and Requirements**

#### **Essential**

- Valid NSW Working with Children Check
- Current First Aid Certificate, CPR Certificate, Anaphylaxis and Asthma Management Accreditation
- Manual Handling Training
- Driver's License