



Primary School Secretary

Position Details:

Re-advertised position – previous applicants need not reapply

John Wollaston Anglican Community School (JWACS) is currently seeking a dynamic individual to join our team as a Primary School Secretary. This is a full-time (1.0 FTE), ongoing role commencing on the **22 July, 2024**. The position follows the school term calendar with the successful candidate expected to work an additional three weeks during the school holidays.

We are looking for a candidate who embodies the qualities of organisation, friendliness and proactivity. As the first point of contact for students, families, visitors and staff, the Primary School Secretary plays a crucial role in representing our school community. As such, they play a pivotal role in creating a welcoming environment and providing support to the Primary community.

The primary responsibilities of the position entail:

- Managing secretarial duties crucial to the smooth operation of the Primary School.
- Overseeing the processing of student files, including filing and scanning.
- Assisting in the organisation of Primary School events including Praise and Thanksgiving, Music Concerts, Orientations, Valedictory Services and Captains' Induction.
- Handling student inquiries and providing support to sick or distressed students while also liaising with parents.
- Facilitating parent inquiries and coordinating meetings and appointments as requested.
- Assisting the Head of Primary and the Deputy Head of Primary with the organisation of parent/student interviews and providing follow-up information.
- Supporting staff with raising Purchase Orders, taking messages and assisting with excursion bookings.
- Undertaking additional duties as needed, such as mail distribution and other administrative tasks.

Selection Criteria:

The successful candidate must:

- Understand and support the Mission, Vision and Ethos and Core Values of The Anglican Schools Commission and John Wollaston Anglican Community School (the School).
- Actively support a child safe culture.
- Have exemplary customer service skills.
- Demonstrate collaboration skills and be able to work effectively as part of a team.



- Have the capacity to handle sensitive information with discretion and maintain confidentiality.
 - Demonstrate strong organisational skills as well as effective time management skills.
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- Have the capacity to work independently.
 - Have well developed interpersonal skills.
 - Have the capacity to multi-task and pay close attention to detail.

Essential Requirements:

- A current Nationally Coordinated Criminal History Check (NCCHC).
- Hold a current Working with Children Card.

Information about John Wollaston Anglican Community School:

John Wollaston Anglican Community School (JWACS) is a co-educational Pre-Kindergarten to Year 12 day school, nestled in the picturesque foothills of the Darling Range in Perth's south-east. Proudly Anglican, the School fosters excellence and care within an inclusive environment underpinned by Christian values.

As a member of staff at the School, you can anticipate:

- A competitive salary.
- Generous fee remission for children of employees at ASC Schools.
- Regular Professional Learning opportunities.

Application Instructions:

All applications must be marked **Attention: The Principal** and emailed to: employment@jwacs.wa.edu.au

Please **do not** apply through SEEK.

Applications must include:

- A cover letter (not to exceed a page).
- A resume with the contact details of three referees.
- A completed *Employment Application Form: Non-Teaching Staff*

Applications close at **4:00pm on Friday 5 July**.

We reserve the right to close the position prior to the closing date. Early applications are encouraged.