Position Description

Administrative Assistant – Facilities, Grounds and Gardens Manager

The College

Saint Ignatius’ College, Riverview is a leading independent non-selective boys' school for Years 5-12. It is a Catholic day and boarding school run by the Society of Jesus and moulded in the Ignatian tradition.

Established in 1880, the mission of the College is to provide an all-round education that inspires boys to a life-long development of their faith. This means they will seek understanding, strive for justice and commit to the service of others with discernment, conscience and compassion.

The College is situated at Lane Cove, Sydney and consists of two campuses co-located on 45 hectares of land. Currently more than 1550 students attend the College, 330 of whom are boarders.

1. Role purpose

The Administrative Assistant - Facilities, Grounds and Gardens Manager is a member of the College’s Business Operations Team, which is inspired at all times by the highest Ignatian ideals of Companionship and Team. The Administrative Assistant - Facilities, Grounds and Gardens Manager focuses on providing a range of administrative and operational support to the College Facilities and Gardens areas.

2. Role responsibility

The Administrative Assistant - Facilities, Grounds and Gardens Manager is responsible to the Facilities, Grounds and Gardens Manager.

3. Role accountability

3.1 College ethos

3.1.1 To support initiatives for the growth of Christian values and the Ignatian tradition within the College community.

3.1.2 To give personal witness to Christian values in carrying out daily duties.

3.2 Relationships

3.2.1 To contribute to the building of positive human relationships within the College community.

3.2.2 To collaborate in team building processes within the Facilities & Grounds & Gardens Office.

3.2.3 To assist in developing effective communication links within the College community.

3.2.4 To provide support and loyalty to professional colleagues.

3.2.5 To contribute to the provision of a welcoming atmosphere to those who visit, or contact the College by phone.

3.2.6 To maintain confidentiality in respect of all information relating to the College.
3.2.7 To provide prompt and cheerful service within the Facilities & Grounds & Gardens Office.

3.3 Key support areas

The Administrative Assistant - Facilities, Grounds and Gardens Manager is responsible for assisting the Facilities, Grounds and Gardens Manager with the following:

3.3.1 Facilitate diaries, correspondence, filing and messages.
3.3.2 Source, order and follow up of Property Services and for any related goods for College purposes.
3.3.3 Liaise with colleagues and external contractor to contribute to the smooth flow of work through facilities, grounds and garden services.
3.3.4 Answer/screen all incoming and external correspondence including phone, emails and letters. Action and/or distribute as required.
3.3.5 Record and distribute accurate minutes and agendas for any Facilities meetings and projects.
3.3.6 Deal professionally with any queries from College staff, parents and third party clients and promote favourable relationships with these stakeholders.
3.3.7 Process accounts, purchase orders and invoices in a timely and effective manner.
3.3.8 Assist in the preparation of recurrent and capital budget formulation for Facilities and Gardens Department.
3.3.9 Organise office records, files and equipment in an efficient manner.
3.3.10 Ensure Facilities booking system is accurate and up to date.
3.3.11 Contribute to the exemplary physical presentation of the College’s facilities at both internal and external functions, events and activities.
3.3.12 Coordinate accommodation for boarding parents in College owned properties (2/3).
3.3.13 To organise and represent the Facilities, Grounds and Gardens Manager at internal and external meetings as required.
3.3.14 To assist in the preparation of management reports as required by the Facilities, Grounds and Gardens Manager.
3.3.15 To ensure College Policy and Procedures in relation to the positions role accountabilities are adhered too and updated as required.
3.3.16 Perform such duties that may be delegated from time to time from the Facilities, Grounds and Gardens Manager as required in a timely and efficient manner.

3.4 Other Duties

3.4.1 Assist in the roster preparation for the College’s after hours staff roster.
3.4.2 Provide relief reception duties as required.

3.5 Key Performance Indicators

3.5.1 High level of satisfaction for the support provided to the Facilities, Grounds and Gardens Manager.
3.5.2 High level of satisfaction from clients of the Facilities, Grounds and Gardens offices.
3.5.3 Contribution to the effective and harmonious operation of the broader Business Operations Teams.

4. Key skills and abilities

The Administrative Assistant - Facilities, Grounds and Gardens Manager will ideally have:

4.1.1 At least two years experience in administrative support or personal assistant role.
4.1.2 A high level skills in the key Microsoft Office suite.
4.1.3 Knowledge of computerised booking systems.
4.1.4 Basic accounts knowledge and experience.
4.1.5 Well developed communication and negotiation skills, with an ability to communicate with people across a variety of levels.
4.1.6 Strong focus on customer service combined with a well developed sense of responsibility and initiative.
4.2 Other skills
4.2.1 Good communication and interpersonal skills.
4.2.2 High standard of Customer Service.
4.2.3 Ability to readily acquire knowledge and understanding of the College’s specific functions, policies and procedures.
4.2.4 Team player with positive & professional disposition, energetic, thorough, reliable and well organised.
4.2.5 Commitment to continuous learning & development.

5. Work Health Safety (WHS)
Actively support and contribute to the maintenance and development of a safe working environment. Ensure Facilities staff and third party contractors adhere to appropriate risk management procedures, safe work methods and applicable WHS regulations

6. Appraisal / review conditions
The Administrative Assistant - Facilities, Grounds and Gardens Manager will be required to undergo a yearly Professional Review with the Facilities, Grounds and Gardens Manager as an integrated part of their professional development.

7. Terms of employment
The position of Administrative Assistant - Facilities, Grounds and Gardens Manager is a full-time, ongoing position.