



Mildura Senior College

ES Position Description

2019 Administration Trainee (Cert III Business Administration)

Job Details

Mildura Senior College is offering a 1 year Administration Traineeship to a student completing year 12 studies at the College in 2018. The traineeship is ideally suited to students who would value developing administration and finance skills that will complement their planned career pathway.

Occupant:

Location: Administration Office

Classification: Victorian Government Schools Award 2016 (Trainee School Leaver ARF III)

ROL Reference: College Council **Employment Type:** Fixed Term (1 year)

Begin Date: 07.01.2019 **End Date:** 03.01.2020

Time Fraction: 1.0 EFT **Hours/Week:** 38hrs/week

Hours of Work:	Monday	Tuesday	Wednesday	Thursday	Friday
	8.30 - 4.30pm	8.30 - 4.30pm	8.30 - 4.30pm	8.30 - 4.30pm	8.30 - 4.30pm

Additional Leave Requirements

Nil requirements.

Please note that under the Victorian Government Schools Award 2016 the Trainee is entitled to 4 weeks annual leave.

Responsibilities and Dimensions of Work

Under the direction of the Student Administration Manager and the Reception Co-ordinator the trainee will develop skills to undertake tasks as required.

They will undertake routine tasks that are usually carried out under close supervision and direction and work has little scope for deviation. Assistance is readily available when problems arise.

Certification requirements may be required to legally perform specific tasks – e.g. first aid.

Roles

The trainee is responsible for:

Reception

- Providing general customer service duties at the main College administration office including reception, receipting, switchboard and mail duties.
- Maintaining the administration filing systems.
- Photocopying & basic word processing.

Administration Duties

Additional duties will be required as the trainee develops their business skills and knowledge to complement their workplace learning and traineeship modules. These additional tasks will be allocated in accordance with the trainee's abilities and will include tasks such as; desk top publishing, travel bookings, appointment scheduling and finance tasks.

General

- The trainee will be provided with time release to support completing their workplace learning modules. However to ensure module work is completed by the end of their traineeship it is expected that module work will be undertaken in their own time.
- General duties as directed by the Principal within the requirements of the trainee's role.

Desirable Duties

- As required provide first aid services to staff, student and general college community. (Subject to First Aid Qualifications).

Additional Information

- Applicants are to apply to the Principal, Mr Andrew Ough via emailing HR@milsen.vic.edu.au
- Applicants must list 2 teacher referees (It is recommended that you advise teachers upon listing them.)
- Student attendance and school reports will be reviewed as part of the selection process.

Selection Criteria

- SC1 Capacity to undertake routine tasks on a daily basis.
- SC2 Demonstrated proficiency in the use of office systems and software including Microsoft Office Suite (Word, Excel, Outlook and Publisher)
- SC3 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.
- SC4 A commitment to learning as demonstrated by regular attendance and consistent and positive progress as listed in their school reports.

Mildura Senior College Values

Respect, resilience, responsibility, independence and success

Department of Education & Training Values

Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human Rights

EEO & OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognised that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse of harm in the school environment, in accordance with legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>