



MONTESSORI

SCHOOLS & CENTRES AUSTRALIA

Suite 508, 71 Archer Street • Chatswood NSW 2067 • ABN 42 636 033 899
www.msca.edu.au • 0466 20 MSCA (6722) • admin@msca.edu.au

MSCA seeks a passionate and skilled Administrative Assistant to work collaboratively with our Administrative Coordinator. Applicants should have an interest in Montessori education and possess strong organisational and interpersonal skills. This position offers flexible working hours and conditions, working from home. This dynamic appointment has the potential for growth and may suit someone who is re-entering the workforce who has high level skills and the ability to be self-directed and independent.

POSITION: *Administrative Assistant*
APPOINTMENT: *Casual position, starting ASAP.*
TIME: *Flexible – approximately 5 to 10 hours per week.*
SALARY: *Clerks Private Sector Award 2020 – Level TBC*

JOB SPECIFICATION

Role Description:

The Administrative Assistant will be responsible for assisting the Administrative Coordinator and/or MSCA Board with any administrative work, including:

- Responding to enquiries from Montessori schools, centres and the general public via email and telephone.;
- Maintaining the MSCA website;
- Maintaining electronic files;
- Assisting with organising MSCA events;
- Assisting with the administrative work involved with MSCA membership;
- Drafting communication to members, social media information, and marketing material.
- Promoting MSCA events to the Australian Montessori community.

Reporting/Working Relationships:

Report to and liaise regularly with the Administrative Coordinator and MSCA Chair.

Professional Responsibilities:

- Support and implement MSCA's Purpose, Mission, Vision and Values.
- Support and implement MSCA's Strategic Goals.
- Promoting the benefits and encouraging membership of MSCA.
- Establish and maintain respectful, collaborative relationships with other staff, MSCA board, stakeholders and the general public.
- Implement MSCA policies and procedures.
- Implement administrative procedures in a timely and efficient manner.
- Attend MSCA meetings and events as deemed necessary by the Administrative Coordinator or MSCA Chair.
- Maintain confidences and act in a loyal manner.
- Understand and comply with relevant legislative, administrative, organisational and professional requirements.

Special Conditions:

Some out of hours work may be required.



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PERSON SPECIFICATION

Personal Skills and Abilities:

- Proven ability to foster effective relationships.
- Excellent interpersonal skills with proven ability to relate to and communicate effectively (in oral and written forms).
- Proven ability to work in a collaborative manner.
- Ability to prioritise tasks and work to deadlines.
- Ability to identify, analyse and solve problems.
- Strong organisational skills and the ability to work autonomously.
- A personal philosophy that is in harmony with the Montessori philosophy & principles.
- A person of integrity who is respectful of all people.

Knowledge:

- Proven experience to utilise ICT to a high level.
- An understanding of the Montessori philosophy and principles.
- Knowledge of programs such as Zoom, GSuite, HubSpot, Xero and Asana (or similar) are desirable.
- Knowledge and skills in website maintenance and social media management are desirable.

APPLICATION INFORMATION

Please submit your CV and a brief statement about why you would like to work with MSCA and how you meet the Person Specification outlined above. Please include two referees who can provide information relevant to the position advertised.

Applications should be submitted to admin@msca.edu.au and will be assessed as they are submitted. Final submission date is April 22nd.

Appointment of a successful applicant will be subject to a satisfactory screening and criminal history check.