

## **PARCS Clerical Assistant**

**Responsible to:** PARCS Cluster coordinators and executive officer SSNT

### **Primary Objectives:**

To provide administrative support to the PARCS cluster for the third tier level of participation, maintenance of correspondence and electronic files and office tasks as required.

### **Key Responsibilities**

- Link with School Sport NT
- Set up contact list and regimes for all schools in cluster
- Set up lists for all sport contacts within the cluster
- Maintain WebPages
- Carry out administrative work as set by exchange/championship convenor requirement at cluster level
- Communication as designated by cluster representatives
- Maintain hours of work logbook
- Attend inservice as appropriate

### **Working Conditions**

- School Sport NT employs the clerical assistant at predetermined working hours and rates of pay and cluster deploys them
- For Term 1, 2003 clerical assistant will work 10 hours a week unless otherwise agreed to by School Sport NT. Cluster discretion- which daily arrangement Up to 200 hours maximum over 20 weeks
- Time books are to be signed off the Friday before government pay day and faxed to school sport NT office
- Clerical assistant will be based at Gray Primary School
- Clerical assistant will be issued with laptop computer latis access and servicing
- Lap Top computer will be stored at Gray School
- Lap Top and associate equipment is the responsibility of the cluster to repair and or replace.