

CRITERIA: EXCELLENCE IN ADMINISTRATIVE WORK (School-based)

	Section	Explanation
1	Efficiency and effectiveness	The consistent delivery of accurate and error-free administrative work that supports the efficient operation of the school.
2	Troubleshooting and Adaptability	Initiative to address challenges quickly and creatively and/or manage change.
3	Systems and processes	The efficient use of available technology, systems, time, and establishment of processes to alleviate the administrative burden and increase productivity.
4	Human relations	The ability to build and maintain positive, respectful and professional relationships with staff, learners and parents.
5	Personal growth and development	Expanding knowledge, skills and competencies in order to maintain a high level of professionalism.
6	Additional responsibilities	Proactive acceptance of additional responsibilities performed with dedication.
7	Professionalism	Reliability, discretion, confidentiality and communication.
8	Other	Any other relevant information in support of the presentation.