

Job Description – Primary Administration Officer

Main Purpose of the Job:

The role of the Primary Administration Officer is to provide administrative support services to the Head of Primary office.

Reporting and Interpersonal Relationships:

This position reports to the Head of Primary (HoP), who is responsible for the efficient operations of the Primary school (Prep to Year 6) and works closely with the PA to Head of Primary (PA to HoP). This role is part of the Administration Team, which the Director of People Operations oversees.

Key Responsibilities:

1. Provide administrative support to the HoP and the PA to the HoP.
2. Manage the HoP Reception office, providing quality customer service to Primary parents, students, and teachers.
3. Process requisitions and purchase orders as required for Primary.
4. Assist in preparing and disseminating correspondence, reports, memoranda, and notices.
5. Assist with fundraising as directed by the HoP.
6. Assist with preparing for excursions, incursions, camps, sports carnivals, assessment schedules, and bus bookings.
7. Assist the PA to HoP with the preparation for Awards, functions, ceremonies, and other events including Parent-Teacher interviews and school photo days.
8. Monitor the *Primary* email address and action accordingly.
9. Manage Primary students signing in and out throughout the school day.
10. Monitor roll marking done by teachers to ensure accurate attendance data is recorded and follow up (by SMS) with parents of students with unexplained absences.
11. Process and distribute incoming mail.
12. Maintain the HoP office equipment and stationery levels.
13. Tidy and maintain the HoP Reception office.
14. Cover for other Admins in other offices as per roster and when requested.
15. Assist with Bus Duty in the afternoon.
16. Assist other members of the Admin team when required.
17. Convey a positive image of the Freshwater Christian College and Freshwater Church.
18. Maintain alignment with the values, virtues, and Christian beliefs of Freshwater Christian College.
19. Affirm the College's Statement of Faith.
20. Uphold confidentiality in all matters concerning the College, including its staff, students, parents, and associated individuals.
21. Contribute to a pleasant work environment.
22. Comply with the College's Staff Handbook, policies, procedures, codes of conduct, and training requirements, at all times, including those related to work health and safety, risk management, child protection, and confidentiality.
23. Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members);
24. Participate in staff training and development activities.
25. Any other duties as designated by the Principal.

Selection Criteria:

Essential:

1. Hold a positive notice (Working with Children Check) 'Blue Card' (or the ability to obtain before commencing employment).

2. Be fully aligned with the values, virtues, and Christian beliefs of Freshwater Christian College.
3. Able to affirm the College's Statement of Faith.
4. Able to comply with College policies, procedures, codes of conduct, and training requirements, including those related to work health and safety, risk management, child protection, and confidentiality.
5. Able to work with all members of the College community.
6. Attention to detail;
7. Sound communication skills (written and oral), organisational and time management skills.
8. Experience with Google Suite (Docs, Sheets, Drive) and Microsoft Office suite (Outlook, Word, Excel, and Publisher) at an intermediate level;
9. Experience in an office administration environment, including routine use of office equipment and technology.

Highly Regarded:

10. Certificate IV in Business Administration or greater.
11. Experience in a school administration environment.

Status:

Dependent on the operational needs of the College.

Probationary Period:

Six months from the start date of employment.

Salary and Conditions:

As per the Educational Services (Schools) General Staff Award 2020, based on qualifications and previous experience.

Note:

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College's other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

Status	Approved	Supersedes	v1.1
Version	v1.2	Authorised by	Principal
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