

## **POSITION DESCRIPTION**

**Position Title:** Administration Officer

**Reports to:** Principal and/or Principal's Delegate

**Enterprise Agreement:** *Schools Enterprise Agreement 2015*

**Classification:** School Administrative Services Level 4

### **Position Objective**

The School Administrative Services provides assistance in the form of:

- Clerical and administration services within a school.

### **Knowledge, Skills and Experience**

- o applies knowledge with depth in some areas and a broad range of skills in a variety of roles and tasks;
- o uses discretion and judgement in planning and organising and achieving outcomes in time constraints
- o typically works under the general supervision and direction of a School Administrative Services Level 5 or Level 6 General Employee; and
- o performs duties that typically require a skill level which assumes and requires knowledge and training equivalent to completion of certificate III, or completion of year 12 or completion of certificate II, with relevant work experience.

### **Major Accountabilities**

The following accountabilities may be applicable to employees at this level:

- o a wide range of professional support, administration, secretarial and clerical duties, including typing, word processing, data entry, maintaining email and computerised records, database information, staff recruitment administration, casual administration, Google applications, electronic rolls, attendance records, student enrolments, student information and petty cash;
- o assisting with basic follow up of WHS issues and implementation of WHS management system, including checking licenses of onsite contractors;
- o undertaking reception and general office duties;
- o responding to enquiries from students, parents, employees, and the general public;
- o assisting with management of the school office;
- o providing administrative support to school executive, including arranging appointments, diaries and preparing both confidential and general correspondence;
- o word processing of routine correspondence, including internal and external publications, teacher programs and teaching aids;
- o assisting with the preparation of internal and external publications including school websites, newsletters and other media;
- o providing assistance in various financial management tasks, including preparation of school budget, school fees, monthly reconciliation of finance accounts and GST reports, annual finance and administration rollover; and
- o assisting with the coordination of school functions and events.

**Requirements of the Position**

- Employees are required to support the mission, teachings and ethos of the school
- Demonstrated ability to work effectively both autonomously and as part of a team
- Demonstrated ability to follow direction, prioritise and meet set deadlines
- Demonstrated interpersonal skills in working with a range of personnel
- Strong planning and organisation skills
- Demonstrated ability to maintain the quality of assigned work
- Knowledge and ability to operate complex office equipment

***Work Health and Safety***

- A report of incidents and dangerous hazards must be advised to the supervisor on the date of incident, and the immediate danger of any hazard must be removed.
- Compliance and cooperation with reasonable instruction, policies and procedures of the School.

***Work Goals – Administration Officer***

- Telephone calls are answered within 4 rings.
- Visitors to reception, including students, are acknowledged within 30 seconds.
- Stationery stocktakes are completed within agreed deadlines.
- Student Absence Reports are forwarded to the Administration Manager by 11.00am daily.
- Petty Cash must balance and be reported to the School Financial Officer by 2.30pm every Friday.
- School Newsletter must be prepared and emailed to parents by 3.00pm Thursday
- School Style Guides must be used in all documentation (internal and external).
- Minimum typing speed and accuracy of 40wpm and 100% respectively to be achieved.
- Professional Development Plan to be reviewed monthly, with identified improvement opportunities noted.

The Employer reserves the right to vary this position description in response to its changing needs.