

## ROLE DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Administration Officer

<b>Purpose Statement:</b>	We inspire and equip students to flourish as compassionate, highly capable people who enrich the lives of others, guided by Christian values.
<b>Culture:</b>	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious.
<b>Position Title:</b>	Administration Officer
<b>Position Classification:</b>	Lutheran Schools Officer – Administration Stream Grade 3 Lutheran Schools NT Collective Agreement 2021
<b>Tenure:</b>	Permanent
<b>Hours of Work:</b>	Part-time Term-time plus 2 week (41 weeks per year) 32.5 hours per week
<b>Working Relationships:</b>	<ul style="list-style-type: none"> <li>Responsible to the Principal through the Director of Business Operations, with day-to-day line management by the Office Manager</li> <li>Works closely with the Office Manager, other Administration Officers and Director of Business Operations.</li> <li>Professional interaction with Good Shepherd Lutheran College students, staff, parents &amp; guardians, volunteers, visitors and suppliers.</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>All staff must hold a current NT Working with Children Clearance (Ochre Card).</li> <li>The successful applicant will hold a satisfactory National Police Check.</li> <li>Current First Aid Certificate</li> <li>Inherent physical requirements of adequate strength, mobility, vision and hearing to perform duties.</li> </ul>

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## Role Description

### Position Summary

The Administration Officer will work under the direction of the Office Manager and is responsible through them to the Director of Business Operations. The Administration Officer will undertake general administration duties as directed. This will include but is not limited to day-to-day tasks such as student attendance, first aid, answer enquiries, and general administration support.

This position is critical to the efficient functioning of the school, and the successful candidate work as part of a team ensuring that administrative tasks are performed to a high standard. The Administration Officer must be organised, efficient, and possess excellent communication and interpersonal skills.

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### **Key Responsibility Areas (KRAs)**

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#### **1. Correspondence Management**

- Managing correspondence, including email and physical mail;
  - reply to parent emails, as necessary, in a timely fashion
- Responding to enquiries from parents, students, and staff
- Create, publish and distribute parent communication according to college guidelines

#### **2. Reception Duties**

- Answering incoming calls and direct them appropriately
- Welcome and assist visitors to the College adhering to college policy
- Managing day to day allocation of keys as per college processes, ensuring all keys are returned at the end of day
- Receipting and reconciling of monies according to college financial policies and procedures
- Tidy and maintain the reception area daily

#### **3. Supplies and Equipment**

- Assist with the ordering of supplies and equipment for the college
- Ensure office equipment is in good working order and arrange for repairs or notify the Maintenance team as needed
- Tidy and maintain the print room daily, ensuring printers and supplies are ready for the following day

#### **4. File and Data Management**

- Use College Management System (CMS) to record student absence
- Systematically file official records, publications, instructions, correspondence, official forms and student records. Retrieve filed items as required
- Maintain a logical and ordered computer filing system

#### **5. Student Attendance:**

- Maintain accurate student attendance records, ensuring student absentees are promptly followed up in accordance with college procedures
- Monitor and track student movement throughout the day as per college procedures
- Review and follow-up unmarked teacher rolls
- Provide attendance reports as required to key staff, highlighting potential areas of concern

## 6. First Aid:

- Comply with first aid and incident procedures including record keeping and documentation
- Provide first aid communicating with parents and guardians as required
- Maintain student medical plans and assist with the annual review of plans to ensure up to date information is available
- Assist with the management and dispensing of student medication
- Ensuring adequate first aid supplies and kits are always readily available.

## 7. Excursion Management:

- Provide administrative support to staff undertaking student excursions, camps, as well as on-campus activities such as sports days, house activities and fundraising events
- Collate permissions, follow up missing responses and coordinate vehicle/bus bookings and resource bookings
- Organise student medication for camps/excursions, ensuring the lead teachers are aware of students with medical conditions.

## 8. General:

- Ensure a consistently high level of customer service is upheld.
- Any other duties as may reasonably be required.

# Employee Specifications

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### Educational & Qualifications

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- Experience in a similar role in a school or other environment is desired.
- Industry specific qualifications related to the administration is desired.

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### Experience and Knowledge

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- Demonstrated ability to work independently and take initiative
- Demonstrated experience within an administration role

### Desirable

- Customer service or reception experience, ideally in a similar environment
- Sound working knowledge of computer and digital applications including databases, Microsoft Office, Google Docs, SEQTA and TASS

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### Skills& Abilities

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- Capacity to support the implementation of pastoral, curricular and extracurricular programs in line with the College Vision, Purpose Statement and Values underpinning the delivery of a Christian

based education to students in the College community. Demonstrating values and integrity that aligns with the College's objectives.

- Demonstrated ability to work independently and take initiative.
- Demonstrated experience within an administration role.
- Excellent communication and interpersonal skills
- Experience in dealing with a diverse range of people in a friendly and courteous manner
- Dependable, committed and enthusiastic
- Ability to work effectively in a team environment to achieve team goals and deadlines
- Flexible approach to work tasks
- Excellent organisational skills, including the ability to prioritise and manage multiple tasks concurrently
- Knowledge in the use of Microsoft Office Suite, particularly in Excel or other databases
- Knowledge and experience of educational institutions
- Knowledge of and experience in the use of TASS School Management System (or other Student Information Systems) is highly desirable, but not essential

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#### **Additional Information**

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- Regular meetings will be convened with the reporting line manager to ensure organisational priorities are addressed
- Targeted training will be provided as appropriate
- Staff are bound by strict confidentiality requirements