

## 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 Deputy Principal/Head of Primary's office.

### Reporting and Interpersonal Relationships:

This position reports to the Deputy Principal/Head of Primary (DP/HoP), who is responsible for the efficient operations of the Primary school (Prep to Year 6) and works closely with the PA to Deputy Principal/Head of Primary (PA to DP/HoP). This position is also part of the Administration Team, which is overseen by the Executive Assistant to the Principal.

### Key Responsibilities:

1. Provide support to the DP/HoP and PA to DP/HoP;
2. Typing as requested by the DP/HoP and PA to DP/HoP;
3. Manage all incoming calls to DP/HoP Reception, ensuring that all calls are handled in a professional, courteous and helpful manner; direct calls to the relevant party; take and relay messages as needed;
4. Process requisitions and purchase orders as required for Primary;
5. Assist in the preparation of correspondence, reports, memoranda, notices, etc;
6. Assist with fundraising as directed by the DP/HoP;
7. Assist with ensuring any messages to students are passed on;
8. Assist with organisation of school excursions, camps, sports carnivals, assessment planners, booking buses, etc;
9. Assist PA to DP/HoP with coordination of Awards ceremonies;
10. Send out notices to parents/carers for events in the Primary school;
11. Monitor the *Primary* email address and action accordingly;
12. Manage all queries and requests for information from Primary students and staff;
13. Process all students arriving late to school and enter in student management system;
14. Manage sign in/sign out sheets for Primary students;
15. Monitor roll marking done by teachers to ensure accurate attendance data is recorded and follow up (by SMS) parents of students who have unexplained absences;
16. Process and distribute incoming mail;
17. Assist with organisation of functions/catering;
18. Assist with organisation of school photo days, and any other event;
19. Monitor and maintain office equipment and stationery in DP/HoP Reception and office;
20. Tidy and maintain the DP/HoP Reception office;
21. Enter outgoing mail from DP/HoP office into mail register, forward to admin for posting;
22. Learn school reporting system to assist PA to DP/HoP when needed;
23. Assist other members of the Admin team when required;
24. Any other duties as designated by the Principal.

All members of staff at Freshwater Christian College are expected to:

25. Convey to the public a positive image of the Freshwater Christian College and Freshwater Church;
26. Demonstrate an awareness of and commitment to the College's mission, vision, and values;
27. Maintain confidentiality in all matters related to the College, its staff, students, parents, and others at all times;
28. Contribute to a pleasant and enjoyable work environment;
29. Abide by the Staff Lifestyle Agreement, Statement of Faith, Code of Conduct and all other College Policies at all times;
30. Remain up to date with any changes to the Staff Handbook and any other College Policies;

31. 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);
32. Maintain an understanding of the Workplace Health and Safety Standards of the College;
33. Participate in staff training and development activities to assist in the achievement of organisational and individual/work goals.

## Selection Criteria:

### Essential:

1. Hold or be able to obtain a positive notice (Working with Children Check) 'Blue Card';
2. Be able to sign and abide by the College's Statement of Faith and Lifestyle Statement;
3. Be able to abide by the Staff Code of Conduct at all times;
4. Ability to work with all members of the College community (teaching and non-teaching staff, parents, students, and visitors) both individually and as a member of a team;
5. Demonstrated attention to detail;
6. Demonstrated skills in both written and oral communication including telephone reception skills;
7. Demonstrated ability to work across a wide range of tasks and to prioritise appropriately in a busy environment;
8. Sound organisational and time management skills;
9. Ability to use the Google Suite (Docs, Sheets, Drive) and Microsoft Office suite (Outlook, Word, Excel, and Publisher) at an intermediate level;
10. Experience in an office administration environment, including routine use of office equipment and technology

### Highly Regarded:

11. Experience in a school administration environment.

### Status:

Permanent Term Time – 8 am to 3.30 pm 2 days per week (Mondays and Fridays) during school terms, with 3 additional weeks as follows; one week prior to the students commencing at the start of the year (when the teaching staff return), the first week of the mid-year break, and the week following the end of the school year. With the exception of periods of annual leave, all other holiday periods are unpaid.

### 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.

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Status	Approved	Supersedes	v1
Version	v1.1	Authorised by	Principal
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