



### **SCHOOL ADMINISTRATION OFFICER**

The School Administration Officer is a person who is welcoming and friendly, shows initiative and the ability to be both organized and flexible in the work situation.

The School Administration Officer must be able to work well in a small team and interact effectively with both children and adults, showing discretion and respecting confidentiality.

This role is a support position to the School Administration Officer & Finance Officer. Knowledge of financial procedures and a willingness to learn in this area will be a developing component of the role. The following points are an indication of the expected duties.

The successful applicant will require:

- a warm, positive, caring and welcoming presence in the School Community
- an ability to work with a dedicated team
- effective interpersonal and organisational skills
- knowledge of financial procedures and /or a willingness to learn in this area
- a commitment to Child Safe Standards and the wellbeing of children
- current WWCC

The successful applicant will need to demonstrate a commitment to the ethos of Catholic Education, be able to work in a consultative manner and have demonstrated a capacity to show initiative and independence in the workplace.

### **School Responsibility**

- Greet and welcome parents and visitors and respond to their enquiries
- Communicate all official correspondence in a timely manner
- Answer the telephone and direct calls, passing on messages to the Principal, Deputy Principal and other staff members
- Type official letters and general documents as requested
- Respond to emails
- Receive and sign for parcels
- Maintain and utilise the Skoolbag App and other online Apps.
- Prepare and maintain class lists, family lists etc.
- Update Annual collection of family records to database.
- Enter and maintain details of new students into Data base.
- Issue transfer notes for students leaving the school
- Archive student records as necessary
- Assist with Administration of Prep enrolments
- Assist with bookings for excursions etc
- Book buses for Sports, excursions etc. as required by teachers.
- Assist with the maintenance of the online student Activity Locator
- Administer First Aid and medication to students
- Scanning Documents
- Filing

- Collect and process payment of fees as required
- Banking
- Assist Bursar when required
- Training and learning a new IT school administration program (ICON) that is being implemented in 2021.
- Attend Professional learning
- Attend and support whole School events
- Liaise with Parish Staff
- Perform other duties as directed by the Principal / Deputy Principal
- Uphold the key elements of the school's Vision Statement