

# Role Description

## Administration Assistant

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**Reports to:** Office Manager, Senior School

**Hours:** 5 hours per day (Monday – Friday) commencing at 7:30am – 12.30pm

- The Senior School Administration Assistant is responsible for the management of the main reception desk on the Senior School campus as well as student attendance.
- The position has several key responsibilities and these are listed below.

### Reception

- Ensure the Administration Office is welcoming, orderly, efficient and professional in presentation
- Ensure visitors are managed according to the School's child protection and security protocols, and provided with induction brochure, signed in and out, and introduced to Senior Staff member as appropriate
- Retain all visitors, including contractors, at reception until a member of staff meets and escorts them. Visitors may not move around the School unaccompanied.
- Welcome and assist relieving staff eg casual teachers
- Actively participate in the School's emergency and WHS procedures.

### Student Attendance Management

- Contribute to the accurate record keeping of student attendance
- Ensure all emails, phone messages etc have been entered into TASS in a timely manner
- Follow up unexplained student absences with system generated text message to parents and guardians
- Assist all staff in the location of students throughout the day using TASSWEB / TIA
- Maintain familiarity with the School's policies and procedures, especially relating to student wellbeing, attendance, privacy, communication protocols and emergencies.

### Enquiry Management

- Have a thorough knowledge and understanding of weekly and special events and activities of School P – 12; be well equipped to answer queries, or know who to refer to for answers
- Promptly answer, carefully screen and accurately relay all telephone calls/messages, ensuring that all callers and their names are announced prior to relaying to receivers
- Keep a careful record of messages, and of all callers and calls received
- Convey messages effectively and efficiently. Ensure these have been received.
- Ensure all visitors are announced prior to moving upstairs to enrolments/offices
- Receive and direct couriers; order courier services
- Access Enquiries inbox and forward emails to appropriate staff
- Liaise efficiently with all Senior Staff, Departments and personnel as appropriate
- Accept/record student assessments if handed in at Reception.

### Office Duties

- Provide support in a spirit of Christian service to other staff, wherever possible
- Work productively and effectively at all times
- Maintain a working knowledge of the Microsoft Office programs
- Manage and check data for Year 12 School Records/References
- Oversee and manage Senior School Meriden bus applications
- Data entry of new student orientation forms
- Manage mail distribution and posting. Mail is recorded for pick-up by 9am. Re-order Express Post Envelopes/Pads/Boxes as required.
- Complete office duties such as copying, sorting, filing, mail outs
- Manage the attendance records of girls who arrive and/or depart out of normal school hours

- Liaise effectively with and provide daily handover to afternoon Receptionist
- Maintain Office displays including Newsletters, fliers etc
- Maintain and manage staff signing in folders, and Hand Held Radios
- Assist with Data entry and records management.

## **General Duties**

- Relieve in the Health Centre in accordance with School procedures
- Maintain a current First Aid Certificate
- Assist with any other duties such as catering, special events
- Provide administrative support to various departments/staff across the School
- Preparing and editing correspondence
- Carry out any other duties as required by Senior Staff.

## **Archives**

- Assisting the archivist with the collating, electronic storage and retrieval of information.
- Moving and archiving of student's files at the end of the year

## **Essential Attributes**

- High proficiency in using the Microsoft suite of desktop business applications especially MS Word and MS Powerpoint
- Highly-developed organisational skills and attention to detail
- Excellent consultation and communication skills (both written and verbal) and interpersonal skills with the ability to deal with stakeholders at all levels and from a range of backgrounds.
- Excellent time-management skills, including the capacity to arrange the workload to meet conflicting priorities and deadlines
- An orientation towards 'rolling up their sleeves' and getting involved with issues as required
- Confidentiality, flexibility, initiative, discretion
- A willingness to embrace and enhance the Christian ethos and practice of the School
- Loyal to the School and the Principal and publicly supportive of her decisions.