

Role Description

Administration Assistant, Junior School (Pre-Kindergarten to Year 6)

Reports to: Head of Junior School, supervised by the Junior School EA

Hours: 7.30am – 3.30pm Mondays to Fridays (or equivalent), term time only

The primary role of this position involves reception duties and clerical work.

Reception

- Answer the phone and direct all queries to the appropriate person(s)
- Ensure visitors are managed according to the School's child protection and security protocols.

Office Administration

- Ensure Reception is welcoming, orderly, efficient and professional in presentation
- Print notes and correspondence for teachers
- Complete office duties such as copying, sorting, filing, mail outs
- Process forms as required
- Process invoices and distribute to the Business Services
- Process staff professional development applications
- Organise transport for excursions as required
- Proof read and edit documents
- Prepare written documents to a high standard
- Manage mail distribution and posting
- Receive and direct couriers; order courier services
- Maintain Reception displays including Newsletters, fliers etc
- Organise daily information for casual teachers in conjunction with the Dean of Staff
- Prepare and distribute daily Bus rolls and Kindergarten dismissal lists for the teacher/s on duty
- Assist the teacher on duty with the afternoon dismissal, including contacting parents as instructed
- Process, distribute, and save Risk Assessments in the appropriate folder
- Forward and respond to Junior School emails as requested
- Other tasks as required by the Head of Junior School and Principal.

Student Management

- File correspondence in student files
- Manage the attendance records of girls who arrive and/or depart out of normal school hours
- Contribute to the accurate record keeping of student attendance
- Maintain familiarity with the School's policies and procedures, especially relating to student wellbeing, attendance, privacy, communication protocols and emergencies.

Other

- Assist with First Aid and Clinic
- Actively participate in the School's emergency and WHS procedures.

Essential Attributes

- Model the Christian view of, and approach to, interaction with staff members that promotes positive and harmonious relationships
- Working knowledge of Microsoft Office, technologically proficient in applications, an ability to work with various software applications
- Be organised, thorough and accurate

- Be a positive, constructive and flexible member of the staff team
- Have a communicative and collaborative style, with a good sense of team work
- Be thoroughly discreet and confidential
- Ability to communicate with parents/students in a positive and helpful nature
- Supportive of the Christian ethos of Meriden
- Loyalty to the School and Principal.