

Role Description

Administration Assistant (Reception and Deans), Senior School

Reports to: Office Manager and Senior School Deans

Hours: Monday – Friday 8.00am – 4.00pm, Term time only

The Administration Assistant (Reception and Deans) supports the daily operation of the main reception desk in the Senior School and provides administrative support to the Senior School Deans.

Role Purpose:

Based in Senior School Reception, the Administration Assistant is the first point of contact for visitors, staff and students. The role provides a welcoming, professional and well-organised reception environment and delivers responsive administrative support to the Senior School Deans. The role works in close collaboration with the Attendance Officer and other Administration team members to ensure the smooth daily operation of the Senior School.

Key Responsibilities:

Reception

- Ensure the Administration Office is welcoming, orderly, efficient and professional in presentation
- Manage visitors in accordance with the School's child protection and security protocols
- 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, including casual teachers
- Actively participate in the School's emergency and WHS procedures

Enquiry management

- Maintain a thorough knowledge of weekly and special events and activities across the School P–12, and be well equipped to answer queries or direct them appropriately
- Answer, screen and accurately relay all telephone calls and messages, ensuring callers are announced prior to connecting
- Maintain a careful record of messages and all callers received; convey messages promptly
- Receive and direct couriers; order courier services as required
- Monitor the Enquiries inbox and forward emails to appropriate staff
- Liaise efficiently with senior staff, departments and personnel as appropriate
- Accept and record student assessments handed in at reception

Office duties

- Maintain a working knowledge of the Microsoft Office suite
- Produce minutes for fortnightly Staff Briefing and manage the teaching staff extras draw
- Manage and check data for Year 12 School Records and References
- Oversee and manage Senior School Meriden bus applications
- Manage mail distribution and posting; record mail for pick-up by 9.00am and re-order Express Post materials as required
- Complete general office duties including copying, sorting, filing and mail-outs
- Liaise effectively with, and provide daily handover to, the afternoon Receptionist

- Maintain office displays including newsletters and fliers
- Maintain and manage staff signing-in folders and hand-held radios
- Assist with data entry of new student orientation forms and general records management

Support to Deans

Provide varied and responsive administrative support to the Senior School Deans across their individual areas of responsibility. Key focus areas include:

- **Compliance management** -- track and process credentials for cocurricular casual staff, including First Aid certificates and Working with Children Checks
- **Cocurricular and event logistics** -- coordinate planning, documentation, internal communications and bookings for camps, excursions and major school events such as STEM Week and Festival of Speech
- **Academic data and records** -- maintain accurate student records on TASS and other school platforms; manage semester reporting; coordinate logistics for NAPLAN, trial examinations, subject selections and disability provision room bookings
- **Program and publication support** -- provide administrative assistance for specific school programs including Year 9 Service, the Intern program, Ambassadors and Day 11; liaise with Marketing and Communications to ensure school publication content is accurate and current

Collaboration with the Student Services Officer

- Work in close collaboration with the Student Services Officer to ensure continuity of reception coverage and consistent handling of student movement and sign-in/out processes
- Provide coverage at reception during the Student Services Officer's absence or during peak periods, operating in accordance with established attendance protocols
- Maintain familiarity with the School's policies and procedures, particularly those relating to student wellbeing, attendance, privacy, communication and emergencies

Archives

- Assist the archivist with the collating, electronic storage and retrieval of information
- Support the moving and archiving of student files at the end of the year

General duties

- Relieve in the Health Centre in accordance with School procedures
- Maintain a current First Aid Certificate
- Assist with catering, special events and other duties as required
- Provide administrative support to various departments and staff across the School
- Provide support in a spirit of Christian service to other staff wherever possible
- Carry out any other duties as required by senior staff

Essential Attributes

- High proficiency in the Microsoft Office suite, particularly Word and PowerPoint
- Highly developed organisational skills and attention to detail
- Excellent communication and interpersonal skills, both written and verbal, with the ability to deal effectively with stakeholders at all levels and from a range of backgrounds
- Excellent time management skills, including the capacity to manage competing priorities and meet deadlines
- A practical, solutions-focused approach and willingness to get involved across a range of tasks
- Experience with, or aptitude for, school administration databases and learning management systems
- Confidentiality, flexibility, initiative and discretion
- A pleasant, warm and professional disposition
- A willingness to embrace and enhance the Christian ethos and practice of the School
- Loyalty to the School and the Principal, and public support for her decisions