

POSITION DESCRIPTION

OFFICE ADMINISTRATOR – SCHOOL OFFICES

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THE FRIENDS' SCHOOL



POSITION HOLDER:	Vacant
SECTION:	Administration
POSITION REPORTS TO:	Head of Senior School
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Staff - Classification TFS Level 6 plus Level 2 First Aid Allowance
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent part-time
HOURS PER WEEK:	13 hours per week (8.00am – 3.30pm) - term time only with 30 minutes unpaid break

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PURPOSE

To efficiently and effectively provide administrative support to the School management teams, staff, students and parents.

PRIMARY DUTIES

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Provide administrative support to the Management Group and staff of the area you are working in.
- Collegially undertake the daily attendance review of students and checking with families for any non-attendees.
- Produce the Student Bulletin for all Senior School students and update the student screens.
- Provide first line assistance to ill or injured students and arrange appropriate medical assistance. Complete Incident forms where applicable.
- Supervision of students in the School Office area, first aid room or on the School grounds in a first aid situation, if required.
- Maintain confidentiality of all student and staff information.

- Respond to parent needs through direct enquiry and telephone, contact parents as required for specific student issues and liaise with other members of the School community and associated professional bodies.
- Maintain relevant computer systems, software, documents and communications as required.
- Actively contribute to day to day tasks and general operational issues within the school offices.
- To work collegially with the other Office Administrators across the School – Primary, Middle and Senior.
- Problem solve issues that happen on a day to day basis and respond appropriately.
- Provide daily support to students and parents with a customer service focus.
- Provide administrative support to staff by supervising, performing and maintaining the functions of the school offices, not including photocopying.
- Prioritise and manage peak workload periods such as major mailings to parents and other special events.

#### DELEGATIONS

- Nil  
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorized by the relevant budget holder.

#### KEY RELATIONSHIPS

- Deputy Heads of School
- Teachers
- School office staff
- Students
- Parents and the School community
- Teaching Assistants within the School
- Maintenance & Grounds staff

SELECTION CRITERIA

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Relevant qualifications in business management, Office Administration and/ or equivalent experience.
3. Previous experience in an office environment.
4. Qualification and /or experience in providing first aid to students or ability to undertake these duties and gain qualifications.
5. Highly developed interpersonal, verbal, analytical and written communication skills when dealing with parents, staff, tasks and the public.
6. Proven ability to exercise initiative, prioritise workload, work under minimal supervision and manage day-to-day work. Highly motivated, well organised and flexible approach to work.
7. Proven ability to maintain confidentiality and understand the Privacy Act principles.
8. Demonstrated high level of computer literacy, using standard software packages for word processing, spreadsheets, database management and email.
9. The ability to work safely in a School office environment and be fit to undertake the inherent requirements of the position.
10. Show Strong support for the Purpose and Concerns and ethos of The Friends' School.
11. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

**Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

**Your obligations**

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description:

Name: .....

Date:

Signature: .....