

OFFICE ADMINISTRATOR



POSITION HOLDER:	Vacant
SECTION:	Middle School
POSITION REPORTS TO:	Head of Middle School
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Staff - Classification Level 6 plus a Level 2 First Aid Allowance
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent, full time – term time only
HOURS PER WEEK:	38 hours per week during term time only – 8.00am – 4.00pm (includes five days before students return in Term 1 and two days after the last compulsory day for teaching staff in Term 4, as well as staff days during the year)

PURPOSE

To efficiently and effectively provide administration to the Middle School campus.

PRIMARY DUTIES

- To 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 Middle School Leadership team and staff, where appropriate, including but not limited to Operoo, What's On and Middle School Bulletin communications.
- Collegially undertake the daily attendance review of students and checking with families for any unreported non-attendees.
- Assist with the production of the Morning Bulletin for all Middle School staff and students and the updating of the student screens.
- Supervision of students in the School Office area, first aid room or on the School grounds in a first aid situation, if required.
- Provide first line assistance to ill or injured students and arrange appropriate medical assistance. Complete Incident forms where applicable.
- 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 communication with and for the Middle School office.
- Actively contribute to day to day tasks and general operational issues within the Middle School office.
- To work collegially with the other Office Administrators both within the Middle School office and other School offices (Primary and Senior Schools).
- Undertake research for the Middle School Management Group on various topics and assist with the proof reading of documents.
- 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 Middle School staff by supervising, performing and maintaining the functions of the Middle School office, not including photocopying.
- Prioritise and manage peak workload periods such as major mailings to parents and other special events.

D E L E G A T I O N S

Nil, however, the position-holder may be required to procure goods within their area. Invoices resulting from these purchases must be authorized by the relevant budget holder.

K E Y R E L A T I O N S H I P S

- Deputy Heads of Middle School
- School office administrators
- Middle School Teachers
- Middle School Staff
- Middle School Students
- Parents and wider School community
- Learning Assistants
- Maintenance and Grounds staff

SELECTION CRITERIA

1. Understanding and experience 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. Previous experience in an office environment is desirable.
3. Qualification and /or experience in providing first aid to students or ability to undertake these duties and gain qualifications.
4. Highly developed interpersonal, verbal, analytical and written communication skills when dealing with parents, staff, tasks and the public.
5. 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.
6. Proven ability to maintain confidentiality and understand the Privacy Act principles.
7. Demonstrated high level of computer literacy, using standard software packages for word processing, spreadsheets, database management and email.
8. The ability to work safely in a School office environment and be fit to undertake the inherent requirements of the position.
9. Show Strong support for the Purpose and Concerns and ethos of The Friends' School.
10. 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: