School Administration Officer

We are seeking a warm and welcoming School Administration Officer to work with us. The position is part-time, 5 days per week 8:30am – 3:30pm in school terms. Administration and customer service experience is essential. Bookkeeping or payroll experience is highly valued. Please address the following selection criteria in your application:

Essential Criteria and Experience:

- Previous recent experience in customer service
- Demonstrated ability to follow systems and processes to support multiple school functions
- Capacity to assist both adults (staff, parents and community members) and students
- Demonstrated ability to work flexibly to support and contribute to a team of staff
- High level communication skills
- Demonstrated high level organisational skills and attention to detail
- Strong computer skills and experience with Microsoft 365

Desirable Criteria and Experience:

- Recent experience in school administration
- Experience with Xero
- Bookkeeping and payroll experience

Applicants must have a current Working with Children Check (WWCC) and First Aid Certificate or capacity to obtain this prior to commencement of the position.

To apply, please forward your CV including two current professional referees and a cover letter addressing the essential criteria and where possible the desirable criteria to our Business Manager melodie@portmacquariesteinerschool.nsw.edu.au

Applications close 4 February 2026

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