PORT MACQUARIE STEINER SCHOOL

ADMINISTRATION OFFICER ROLE STATEMENT

Role: Administration Officer

Reports to: Administration Co-Ordinator

Salary: Refer to Letter of Appointment

PURPOSE OF THE ROLE

To provide professional and effective administration support to ensure the accurate and efficient running of the school.

STATEMENT OF DUTIES

Enquiries:

1. Responding to enrolment enquiries by email, by phone and in person and providing relevant information for the enquiry. Scheduling follow ups for all enrolment enquiries and booking school tours and enrolment interviews.
2. Responding to employment enquiries by email, phone and in person by acknowledging the receipt of the enquiry and forwarding it on to the relevant management staff.
3. Responding to general enquiries by email, phone and in person. Should the enquiry be outside the scope of administration, acknowledge the receipt of the enquiry and forward on to the relevant person for their response.
4. Responding to enquiries from NESA, DET, NSW Dept of Education, AIS, SEA by acknowledging receipt of the enquiry and forwarding on to the relevant management staff for their response.

General Administration:

5. Following systems for record keeping and enrolments according to the school's policies and procedures.
6. Maintaining student records of enrolment and attendance in Sentral and in accordance with the school's privacy policy.
7. Assist with special school events, working bees and school festivals.
8. Assist with the preparation of the data for annual compliance submissions for review and declaration by the Business Manager and or Head of School.
9. Verify Working with Children Checks for new staff, volunteers, and visitors. Check the Working with Children Register each month for upcoming expiries. Contact those with upcoming expiries to request renewal and verification.
10. Draft monthly school newsletters and distribute to the mailing list once approved by the Head of School
11. Scheduling bookings in the school calendar

Enrolments and Admission to the School:

12. Contribute to all stages of the enrolment process by responding to initial enquiries, following up on these enquiries, booking school tours and enrolment interviews and gathering all relevant documentation for the enrolment process.
13. Oversee the waitlist for each class and participate in regular enrolment meetings with the Head of School and Business Manager.
14. Maintain communication with families throughout the enrolment process and follow up on any required documentation.
15. Process enrolment documentation according to school policies and procedures.

Finance and Payroll:

16. Invoicing, accounts receivable and accounts payable for the school's operations.
17. Maintain petty cash amount, petty cash ledger and perform petty cash reconciliation.
18. Purchasing school supplies and equipment that have been approved by the Business Manager or Head of School according to the budget delegations.

Communication:

19. Maintain effective communication with the school staff and parents.
20. Send notices as needed to the parent body and receive notices from parent body to send to the staff as needed.

General:

21. Provide First Aid to students, staff, volunteers, or visitors to the school as required and oversee sick bay.
22. Perform any other tasks as deemed appropriate and necessary as indicated by the Business Manager.
23. A commitment to the growth and development of the school in line with its vision and ethos.

Cultural Activities:

24. Involvement in the cultural life of the school with colleagues through participation in conferences, festivals, open days, information sessions, newsletters, class plays and concerts.
25. Work at all times to support a culture that is respectful, fair, inclusive and values diversity so that all members of the school's community can thrive, learn and grow together.
26. Attend and participate in staff meetings as necessary to support the effective working of the school.
27. To adhere to the school's ethos, policies and procedures.

Professional Development:

28. Undertaking professional development in line with requirements for currency and to support continuous improvement in professional practice.

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

AGREEMENT

Signed: _____ Date: _____

Staff Member: _____

Signed: _____ Date: _____

Business Manager: _____