PORT MACQUARIE Steiner School

SCHOOL ADMINISTRATION CO-ORDINATOR ROLE STATEMENT

Role: School Administration Co-Ordinator

Reports to: Business Manager

Positions Reporting: Administration Officer

Salary: Refer to Letter of Appointment

PURPOSE OF THE ROLE

To provide professional and effective administration management and coordination to ensure the accurate and efficient running of the School.

The School Administration Co-Ordinator plays a pivotal role in the organisation and smooth running of the administration office. Upholding high standards of customer service when dealing with parents, visitors and members of the school community, the Administration team represent the School when dealing with all stakeholders. They promote a culture of mutual respect and encouragement, and work with others in a professional, ethical and co-operative manner.

STATEMENT OF DUTIES

Administration Co-Ordination:

1. Oversee the use and development of Sentral, the School Management System, to ensure best use and efficiency of this system.
2. Implement and oversee systems for record keeping according to the school's policies and procedures.
3. Develop, maintain and enhance all school administration processes.
4. Manage Administration staff and arrange cover for reception as and when needed.
5. Oversee customer service standards for school Administration.
6. Assist with the organisation of school events.
7. Prepare data for annual compliance submissions for review and declaration by the Business Manager and or Head of School.
8. Contribute to the NESA Registration process involving the application, inspection, and financial viability assessment in conjunction with the Business Manager and Head of School.
9. Monitor and address complex or sensitive administrative issues to ensure a timely and effective resolution.
10. Attend and contribute to school operational meetings.
11. Manage and coordinate the collection and collation of information, prepare reports on school administration performance, and make recommendations to improve efficiency, cost management and service delivery.
12. In collaboration with the Curriculum Co-Ordinator, develop and improve systems for educational documentation record management.

13. Balance the administrative needs of the school within a small admin team, and the need to address ad hoc requests and unforeseen admin issues.
14. Use the appropriate pathways for communication for any issues that may arise.
15. Maintain effective communication with school staff and parents.

General:

16. Provide relief cover for reception as and when required.
17. Perform any other tasks as deemed appropriate and necessary as indicated by the Business Manager.
18. A commitment to the growth and development of the school in line with its vision and ethos.

Cultural Activities:

19. Involvement in the cultural life of the school with colleagues through participation in conferences, festivals, open days, information sessions, newsletters, class plays and concerts.
20. 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.
21. Attend and participate in staff meetings as necessary to support the effective working of the school.
22. To adhere to the school's ethos, policies and procedures.

Professional Development:

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

QUALIFICATIONS AND EXPERIENCE RELATING TO THE ROLE

Essential Criteria and Experience:

- Previous recent experience in school administration
- Previous experience in management of a small team
- Demonstrated ability to develop, maintain and enhance systems and processes to support multiple school functions
- Capacity to assist both adults (staff, parents and community members) and students
- High-level problem-solving skills
- 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:

- Experience with school management system Sentral
- Experience with Xero

- Bookkeeping and payroll experience

AGREEMENT

Signed: _____ Date: _____

Staff Member: _____

Signed: _____ Date: _____

Business Manager: _____