



St Thomas More School

A Catholic school in the Mercy Tradition R-6

Position Information Document

POSITION TITLE	Office Administrator
ESO GRADE	3
ESO STREAM	Administration
EMPLOYMENT TYPE	As per contract
HOURS PER WEEK	As per contract
WEEKS PER YEAR	As per contract

Key Working Relationships

- Principal / Head of School
- Teaching and support staff
- Parents/caregivers, students and other members of the school community
- Visitors
- External parties / stakeholders

Broad Purpose

Under minimal supervision of the Principal (or delegate), the position of Office Administrator is integral to the school community and has a high customer-service focus. This position requires a professional frontline person to handle the flow of people, enquiries and administrative activities associated with the day-to-day running of the front office.

Duty Statement

Duties include, but are not limited to:

- As the first point of contact with the school, ensure delivery of an efficient, professional, and welcoming Reception service for students, parents/caregivers, and visitors at all times.

- Perform a wide range of administrative duties to an advanced level as required and support and back up other Administration team members as required.
- Manage enquiries from members of the school community and from external parties, making appropriate notes and referrals and briefing school leadership relating to any appointments, as necessary.
- Operate a range of office equipment, as applicable, including highly proficient use of the telephone system, computers, photocopier, printer, binding, scanner etc. and undertake mass production of printed materials and documents including copying, collating, stapling, binding, folding, and cutting.
- Assist in arranging meetings and events and support the organisation and catering of whole school functions such as School Tours, orientation days, etc.
- Utilise applicable systems (CIVICA, SEQTA) to effectively administer student and staff data and generate timely production and distribution of reports and carry out required filing of documentation and records to ensure effective maintenance of same.
- Manage the student attendance records, contact parents to legitimise student absences and produce reports from the database for leadership and teachers as required.
- Prepare Government and Statutory Authority returns for authorisation by others and review and finalise reports for external agencies and organisations consistent with applicable requirements and procedures.
- Provide administrative support and assistance to school leadership, staff, and other members of the school community, as appropriate, always ensuring confidentiality of school business.
- When required, process Working with Children Clearance and screening requests and maintain an accurate Volunteer Register to ensure compliance with CESA and legislative requirements.
- Support staff with parent consent and information for Excursions, providing reports and information to staff coordinating activities as required.
- Support the enrolment process by providing information to enquiring families, recording accurate information in the relevant system and compiling packs as required.
- Undertake general induction activities with new staff, volunteers, independent contractors and visitors, as applicable.
- Process payments received by the school daily, in accordance with Finance procedures.
- Liaise with photographers and leadership team to arrange photographs as required.
- Collect and distribute mail and parcels on a daily basis.

- Prepare communication for families regarding operational school matters as requested by leadership, utilising appropriate correspondence tools or software as required
- Manage the supply of student uniform purchases to parents and the collection, advertisement, claim and distribution of student lost property. Accurately undertake regular stock take of uniform items.
- Purchase supplies and stock for school purposes including first aid supplies, stationery, printer cartridges, paper, cleaning liquid, staff room supplies, etc.
- Act as a designated First Aid Officer and provide timely first aid assistance for students and staff. Maintain appropriate First Aid facilities and accurate First Aid records including confidentiality, accuracy and currency of Medical Emergency Plans for students.
- Actively participate in regular performance reviews and undertake applicable training as required.
- Undertake other duties, as required by the Principal (or delegate).

Person Specifications

- A Certificate IV in Administration or Business (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Demonstrated experience with a front office and/or administrative role with equivalent competencies. Prior experience working in an education environment is highly desirable.
- High level computer skills and knowledge including use of Outlook, Word, Excel, PowerPoint, Publisher and database applications.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- High level interpersonal and communication skills to interact positively with all members of the school community and external parties to present a professional impression of the school.
- Ability to work under little direct supervision, analyse and plan approaches to problems and locate and evaluate information from a variety of sources to meet specified quality standards.
- Utilise reasonable discretion and judgement, take significant initiative and responsibility to apply solutions and take responsibility for own outcomes.
- Be self-motivated, proactive, organised, and able to work productively in a multi-faceted team environment.
- A commitment to ongoing professional learning and development and active participation in professional reviews, as required.
- Demonstrated ability to maintain confidentiality at all times.

- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.

Specific Requirements

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

Work Health & Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.