Job Description: JUNIOR SCHOOL ADMIN ASSISTANT (new position)

Position Purpose

The Junior School Admin Assistant will liaise with the Director and will manage the efficient running of administration tasks for the Junior School. They will support the Director, R-5 staff & JS Student Services Officer with various administration tasks.

Key Accountabilities / Tasks

ORGANISATION & MANAGEMENT

- Organise all planned TRTs in consultation with Director, if possible (unplanned TRT will be done by the Director)
- Parent/Teacher Interviews
- Events & Special Programs e.g. P&F stalls, Information Nights, Orientation Day, Reception Transition Days, Parent Forums, Sex & Drug Ed, Celebration Evening etc.
- Liaise with P&F for event organisation e.g. prepare for Information Nights, Orientation Days, Parent Forums etc.
- National Competitions
- Swimming Week
- General administrative assistance for Director, Junior School
- Excursions/Incursions preparation
- Camps
- Junior School Front Desk Reliever, e.g.
  - Manage the front desk that include receptionist duties e.g. receive and make phone calls, pass on messages, welcoming and engaging parents etc.
  - Perform office management duties e.g. word processing, data collection, faxing, emailing absentees, lost property, maintain internal communications with School Office etc.
  - Management of the First Aid room (including emergencies on the oval)
  - SEQTA attendance
- Inwards Goods
  - Monitoring and advising Purchasing Officer of supplies for Junior School
  - Receiving, allocating and distribution of stock

Personal Requirements / Skills:

- Current Senior First Aid Certificate (renewed every three years)
- Current Child Safe Environments training (renewed every three years)
- Actively contribute to King’s being a Christian School
- Enjoy working with children and staff, willing to work in a team
- Able to work with JS Student Services Officer
- Creative and organisational skills e.g. creating rosters
- Good written communication skills e.g. editing
- Patient in dealing with students of differing abilities
- Able to communicate simply and clearly with classroom teachers and children
- Confidence in using IT skills
- Able to prioritise daily workload
- Show initiative and be flexible/adaptable
- Be familiar with the various policies and procedures of the school, including evacuation/lock-in
- Good mobility and fitness are required

Accountability

Reports to the Director, Junior School.

Terms and Conditions

1. This position is 0.6 FTE over 40 weeks.
2. Working Hours – 8.30am – 1.00pm Monday-Friday
3. Working year – unless otherwise agreed, the working year is defined as the School year, including 1 week prior to commencement.

Reviewed January 2017