

DUBBO CHRISTIAN SCHOOL

POSITION DESCRIPTION



POSITION DETAILS

Position Title:	School Administration Officer (Reception / General Administration)
Department:	Support Staff
Date Updated:	23 March 2022
Reports to:	Business Manager
Commencement Level:	Level X

Primary Purpose

The role of the School Administration Officer (Reception / General Administration) is to provide high quality reception and administrative services to students, parents, staff and other visitors. This position will entail the conduct of reception duties and other administrative tasks within the school office and across the school.

Essential Criteria

- Outstanding interpersonal skills with students, parents, and students
- Ability to organise and prioritise workloads and tasks to meet deadlines
- Demonstrated understanding of the principles of quality customer service courtesy and professionalism
- First Aid training, skills and experience.

Desirable Criteria

- Experience in a similar reception / administrative role
- Experience in working in a diverse educational environment
- Demonstrated proficiency and competence in Microsoft Office applications

Personal Attributes

- A committed Christian and active member of a church
- A commitment to the school's Vision, Mission and Christian perspective
- Willingness to contribute to the broader life of the school
- Demonstrates a Christian approach when dealing with others
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to the school's Child Safe Standards
- Demonstrated resilience and use of initiative
- Ability to remain calm and courteous in stressful situations
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions are delegated to the Business Manager on a day to day basis.

Reception

- Respond to general enquiries from students, parents, staff and visitors as required and refer matters to relevant personnel
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- Record accurate telephone messages and ensure that they are delivered to the relevant personnel
- Make outgoing calls as required (e.g. calling parents of sick children)
- Receive and distribute items to staff pigeon holes
- Receive incoming emails and forward/distribute to relevant personnel
- Arrange an office runner each day and supervise distribution of necessary messages throughout the day
- Dispense medications to students according to established protocols
- Administer medical support to students according to established protocols
- Communicate with parents regarding medical issues
- Support the maintenance of medical supplies
- Support the maintenance daily attendance of all students in accordance with the school's Attendance Policy and maintain relevant database
- Enter absences, partial absences (Late Passes and Leave Passes) and acknowledgement of absences, in accordance with established protocols.
- Maintain a supply of 'office forms'
- Maintain a neat and tidy work-place.

General School Administration

- Support the compilation and distribution of communications as and when required (eg Student Reports, Parental letters, Nurture etc)
- Conduct administrative tasks as directed (eg compiling student handout packs, archive activities etc)
- Support school activities (eg musicals, Grandparents Day etc)
- Support the coordination and distribution of school supplies, equipment and furniture
- Prepare display work (eg student work, signage etc) as required
- Support the coordination of student lost property

Other

- Carry out other duties as directed by the Business Manager or Reception Lead from time to time.

Hours of Duty

This is a Casual position. Specific weekly hours and entitlements are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23