



ROLE DESCRIPTION

ADMINISTRATION OFFICER – WPS

1. ROLE PURPOSE

The Administration Officer works for the Head of Wahroonga Preparatory School (WPS) and is a member of the broader School Administrative Support Staff Team, which is inspired at all times by the highest ideals of collaboration, co-operation, integrity and team-work. The function of the Administration Office team is to deliver a broad range of services to support the School's educational, pastoral and co-curricular mission. Within that context, the role of the Administration Officer focuses primarily on providing exceptional professional and administrative support to the Students, Parents and Academic Staff on a daily basis.

2. ROLE RELATIONSHIPS

The Administration Officer is responsible to the Head of WPS and provides administrative support to the WPS Administration Office. As with all School employees the Administration Officer is ultimately responsible to the Headmaster.

This position will engage with Wahroonga Preparatory School staff, parents, students and external parties with an inclusive, courteous and service-orientated disposition. This position will deal with matters of a sensitive and confidential nature diplomatically and discreetly.

3. ROLE RESPONSIBILITIES

The role of the Administration Officer is to provide a single point of contact for students, parents and Teachers. To record and monitor all absent, late and student movements in and out of the School each day, and enter the information into the School database.

Relationships

- To contribute to the building of positive professional relationships within the School and broader School community.
- To assist in developing effective communication links across the School community.
- To provide support and loyalty to professional colleagues.
- To provide prompt and cheerful service within the Administration Office to staff, students, parents and visitors.

Key Administrative Support Services

- To be proactive and energetic with a positive approach to work.
- To have a demonstrable capacity to manage and prioritise tasks.
- To be discreet and able to maintain strict levels of confidentiality.
- To have highly developed organisational and interpersonal skills.
- To have meticulous attention to detail.
- To have ICT skills of the highest professional level.

Key Support Services

- To record and monitor all absent, late and student movements in and out of the School each into the School database.
 - Liaise with parents, Academic Staff, Students regarding attendance.
 - Generate daily report of Student attendance for Academic Staff.
 - Respond to Staff regarding the whereabouts of unexplained absence.
 - Enter class rolls throughout the day for Teachers unable to access (school data base)
 - Follow up parents for absentee notes not received.
 - Enter all excursions, incursions and camp information prior to the event, checking the school planner and emailing teachers as required.
 - Dealing with parent and student enquires and requests throughout the day, including delivering messages.
 - To manage the mail out of student reports.
 - Manage all purchasing for WPS.
 - Co-ordinate all student medical plans.
 - Assist with the enrolment process.
 - Assist with the organisation of school events (e.g. Christmas Concerts, Chapel Services).
 - Create and distribute the weekly newsletter.
-

4. WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

5. LENGTH OF TENURE & APPRAISAL/REVIEW CONDITIONS

The Administration Officer is appointed on a permanent, ongoing basis. As with all school staff, the incumbent will undertake regular programs of review and development.

6. TERMS AND CONDITIONS

The Administration Officer is employed under the general terms and conditions of the Independent Schools NSW (*Support and Operational Staff*) *Multi-Enterprise Agreement 2017* or any industrial instrument that replaces that Agreement. The incumbent shall work such hours as are reasonable and necessary to carry out the responsibilities of the position as set out in the role description. The role may require flexibility in work hours when workload demands.

7. REMUNERATION

This is a permanent, full time, term time position. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation.