
DATE: April 2023
ROLE: Administration Assistant
RESPONSIBLE TO: JOBSUPPLEMENTARY11
ACCOUNTABLE TO: JOBSUPPLEMENTARY14

PURPOSE OF THE ROLE

The Administration Assistant is employed to perform a wide range of duties that assist with the overall smooth administration of the school and is directly responsible to the Principal. The applicant should demonstrate a commitment to the mission of the Catholic School and be willing to be involved in the school's spiritual life.

The role of Administrator Assistant requires confidentiality and for the Principal to be kept informed of all matters brought to the attention of the Administration Assistant concerning the school's operation. Administration staff are required to collaborate and communicate with other administration team to ensure a high level of efficiency is maintained.

KEY AREAS OF ACCOUNTABILITY

The duties of the Office Administrator include:

- **Filing**
 - All management reports from TECH1 AND COMPASS
 - Other necessary reports / lists
 - All correspondence
 - Attendance - student
 - Invoices / payments
 - Maintain Student files, general filing and medical register

- **Correspondence/Communication**
 - Manage student absences, oversee daily roll and complete class absences when regular casual teacher unavailable.
 - Liaise with principal
 - Prepare letters for new enrolments
 - Maintain and update school calendar
 - Maintain and update school website
 - Send out messages on Compass
 - Manage communications to parents
 - Answering the phone and welcoming people to the school and counter enquiries

- **General Duties**

- Compiling and distribution of school newsletter
- Enquiries (face to face and telephone)
- Monitor incoming emails daily
- Check and distribute mail
- Key register
- Asset register (to be reviewed - managed by CEDB)
- Attend to school bus procedures, booking of buses, student passes and excursions.
- Administer basic first aid, issue medications and advise parents/guardians
- Assist with photocopying, laminating and binding
- Update student files/passwords/chromebook/Scholastic Book Club
- Collecting mail and banking

- **WHS**

As an employee you have legal obligations and responsibility whilst at work, these include:

- taking reasonable care of your own health and safety
- taking reasonable care to ensure that your conduct and action does not adversely affect others
- Complying with instructions, so far as they are reasonably able
- Report hazards in the workplace, assist with assessments and safety control implementation
- Following all safety policies, procedures and site rules

- **Other**

- Support Principal in maintaining budgets
- Other duties as directed by the Principal eg Compliance
- Undertake other duties as reasonably and lawfully directed