

School Office Administrator 2023 JOB DESCRIPTION

Job Title:	Office Administrator/Receptionist
Name:	
Year:	2023
Directly Responsible to:	Principal / Office Manager
Functional Relationship with:	Principal, Office Manager, Teaching staff, Support staff, Parents, Students, Caretaker and Board of Trustees.
Primary Objectives:	To provide school office and reception duties. Liaise with The Principal and Office Manager.
Job Position:	Part Time, Permanent
Hours of Work:	35 hours per week for school term time only. Monday to Friday 8.30am to 4pm.
SALARY:	Starting salary will be at \$26.64 per hour which equates to Grade 3 Step 5 as detailed in the current Support Staff in School's Collective Agreement 20 June to 19 February 2024. Salary progression within grades will occur according to section 3.3.3 of the current Support Staff in School's Collective Agreement.

TERMS AND CONDITIONS OF EMPLOYMENT:

Unless specifically stated below the current terms and conditions of employment for this position are detailed in the current Support Staff in School's Collective Agreement.

Special Conditions:

- Annual leave entitlement is four weeks (20 working days) in addition to public holidays, which can only be taken when the school is officially closed and when academic instruction is not taking place.
- Any other 'discretionary' leave (not including sick leave) must, whenever possible, be taken when the school is officially closed and when academic instruction is not taking place. The Principal must approve this leave in writing.

PERSONAL SPECIFICATION:

- Have a personal relationship with the Lord Jesus Christ, having been born again in the Holy Spirit.
- Shall accept and recognise a responsibility to uphold and maintain the Special Character of the school both within and outside the workplace.
- Shall have an ability to communicate and listen sensitively and courteously. (Colossians 4 v6)
- A character that daily and consistently displays evidence of the 'fruits of the Spirit' (Galatians 5v22.23) namely: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

OFFICE ADMINISTRATOR JOB DESCRIPTION

Objective One: Smooth efficient running of the office	
Establish and maintain efficient filing systems	Information required is readily available and is stored in a manner which maintains integrity of material
Maintain a sound working environment	A clean, tidy, business-like office providing an excellent image to public, staff and students.
Ensure all necessary information is provided to pupils and staff when required	Efficient dissemination of all information in a timely and appropriate manner
Ensure the office is staffed at all times during the school day.	Reception and telephone duties are fulfilled at all times. Liaison with other school support office staff to ensure school office remains open between 8.00am until 4.00pm for the whole week. This includes lunch-time and interval.
Confidentiality/privacy issues and considerations maintained at all times.	No breaches of confidentiality established or proven.

Ensure all equipment is appropriately maintained	All equipment such as computers and other office equipment are well maintained and remain in a working order
New Student enrollment information packs	Prepare enrolment packs for prospective students. These are to be readily available when requested. Arrange for families to be interviewed by Principal and Alive Trust Representative.
Provide reception duties.	Receive and deal with enquiries from parents, students and visitors at school office reception in a polite and courteous manner.
Answer Telephone calls.	Receive and answer telephone calls promptly. To pick up outstanding telephone messages regularly especially at the beginning, middle and the end of each school day. Administer the school office telephone answering system. To change message on answering machine as and when required, to ensure message is updated and accurate. To pass on messages and queries to the appropriate member of staff on the same day or within 24 hours whenever possible. In cases of an emergency, ensure the message is relayed immediately.
Emails and other communications.	School office emails, faxes etc to be received promptly, and passed onto the appropriate staff member or responded on the same day or within 24 hours.
Lost Property	Keep Lost Property Box clean and tidy, Return all names uniform and clothing. Clean and place unnamed uniform in second hand uniform supply. Distribute unnamed clothing to local charity shop at the end of each term.

Objective Two: Provision of Administration Services	
Accurate completion of all correspondence outward.	Correspondence is accurately and efficiently dealt with. Filing is maintained for ease of retrieval.
Filing.	All filing is up to date, so that any required information is readily retrieved. Filing of private information is in line with Privacy Act provisions.
Provide typing services for The Principal.	That the Principal (and other staff as the Principal dictates) has access to quality secretarial services that is timely and accurate. School newsletter and other parent communications sent out in a timely and proficient manner.
Synchronize College Year Planner in staffroom/ Principal's Office / Main Office.	To ensure that all staff are kept informed of events and activities.
Cash handled in an appropriate manner.	All cash is passed on to the Financial Officer in accordance with the Financial Procedures Manual.
Oversee attendance records and MUSAC attendance registers.	Receive notification of absentees and follow up any unscheduled and unknown student absences. Alert Syndicate Leaders if any prolonged absences occur.

Oversee On-Site Register.	To oversee, maintain and ensure signing in and signing-out book is completed and current for students, staff and all visitors entering and leaving the school premises. Attendance and signing-out book to be made available to the Principal in the event of an emergency or fire.
Ordering of Principal / Syndicate Leaders - approved equipment as required.	Ensure materials are ordered accurately and available in time for distribution. All ordering to be done in accordance with College Financial Procedures Manual.
New Student Enrolments	Provide information and make up Student Enrolment Packs ready when any enquiries come in. Keep records of all enquiries. Add students to timetables (MUSAC)
Improve capacity to cover other office responsibilities.	Upskill in aspects of other office responsibilities (digital, payroll, MUSAC etc)

Objective Three: Provision of other duties at Principal's discretion including	
Act as a chaperone/observer for the Principal during particular meetings when requested.	To take notes, if requested, and to maintain confidentiality
Hospitality Person	Ensure that refreshments required for special occasions are provided and a suitable venue is prepared. This will be done at the request of, or approval of, the Principal. This may require the ordering and collecting of supplies from a designated source. All ordering and receipting will be done in accordance with the College Procedures Manual for Financing.
Staff Room and Amenities	Order Morning Tea supplies (tea, coffee, and milk) for Staff room and ensure staff room is kept tidy.

Objective Four: Designated First Aider in the office.	
Attend to students first aid requirements.	Follow procedures as stated in the Health and Safety manual.
Be familiar with the Health and Safety Procedures in the Health and Safety Manual.	Complete all forms and requirements as stated in the manual. Update manual when required.
First Aid supplies.	To order and keep sufficient stock of First Aid supplies including kits for EOTC.

First Aid Room	Keep the First Aid Room in a clean and tidy state. Washing of sick bed linen and sanitize room when necessary
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Appraisal Procedure

The Principal will be responsible for carrying out an appraisal according to the key tasks outlined in the job description as part of a yearly appraisal cycle. This will consist of:

- The main annual appraisal meeting date to occur before December 2023
- Current job performance investigated and outcomes recorded.
- Progress on previously set goals and objectives detailed and any further actions recorded.
- Set goals and objectives for the following year to include any professional development that may be required.
- Principal to report to the Board of Trustees by December 2023
- Repeat appraisal cycle process on an annual basis.

This employment agreement is only valid if signed and dated by both the employee and the employer representative (Principal of Excellere College), and should be reviewed, amended where appropriate, and resigned on an annual basis following the completion of the employees' annual performance appraisal.

Signed _____ (Employee) _____ (date)

NAME:

Signed _____ (Principal) (date) _____

NAME: