



Administration Officer

Job description

- Assist the Admin team, Administration Coordinator and Enrolments Officer wherever required, with filing, drafting letters, photocopying, phoning families, and general administrative assistance.
- Help to coordinate communication including:
 - *Newsletters
 - *Facebook
 - *PWS Website
- Photocopiers – keep stocked with paper and check toner. Unload paper boxes.
- Photocopying and any kind of filing when required including reports.
- Provide relief for reception – absentees, message media
- Maintain the Working with Children Card Register and alert staff when registration is nearing expiry.
- Assist with school photos / vaccinations and dental nurse visits.
- Undertake other duties pertinent to the scope of the position, as required by the Administrator or other Coordinators.
- Provide administrative and clerical support including the preparation of correspondence, reports, and memos and providing admin support and formatting with policies and procedures where required for teachers, and teacher assistants.
- Receive visitors and make them welcome as needed. Offer guests refreshments or tea and coffee.
- To liaise with outside agencies, other schools and organisations etc, and attend to queries as required.
- Supporting the Community Support Officers, if and when required.
- Supporting the Class 12 Project Coordinator with varying tasks when required.
- Performing First Aid and the ability to stay calm under pressure, to be flexible and “regroup” to handle unexpected circumstances that may occur in the front office.
- Keep First Aid room stocked and tidy.
- Quarterly spring clean of office and kitchen.
- Administrator’s Office each morning – water glasses, cups, clean table, check plants.
- Unpack dishwasher, clean outdoor table.
- First Aid Room – Clean and tidy room and bed, ensure bed is regularly changed and First Aid items are tidy and stocked.
- Admin office whiteboard calendar – keep up to date with school events
- Setting up rooms for meetings, including the set up of the projector and laptop and arranging refreshments for each event when required.
- Liaising with the relevant bodies regarding promotional activities for Open Days and various festivals throughout the year.
- Events – Welcome morning tea (new families), Volunteer morning tea, Organise and book Staff Christmas breakfast, and other events throughout the year.
- Attend to Carriage stock take at the end of each school year.

- Maintain a helpful, professional demeanour at all times and receive queries and complaints in a calm, positive and reassuring manner.
- Ensure that documentation regarding matters of privacy, and confidential matters such as child protection, children's issues, discipline and grievance issues, are strongly protected and kept confidential.
- Cheerful, positive outlook and ability to enjoy good humour.