



## Position Description – **Administration Support Officer**

STATEMENT OF DUTIES	
<b>Administrative Support Officer</b>	<ul style="list-style-type: none"> <li>• Uphold the vision and mission of the school</li> <li>• Provide informed and friendly customer service to all students and parents/guardians</li> <li>• Assist with the general administration and enquiries of the school office</li> <li>• Assist with the financial management of the school</li> <li>• Provide support and assistance to school staff</li> <li>• Maintain student records</li> <li>• Receive and receipt monies payable to the school and follow through with appropriate banking procedures</li> <li>• Assist with the for the payment of accounts received by the school</li> <li>• Collect school fees and charges and maintain appropriate records</li> <li>• Organise the purchase of supplies for the school including 'Back to School Orders'</li> <li>• Prepare and distribute the weekly school newsletter</li> <li>• Provide updates to school website and social media platforms</li> <li>• Attend to ill students and administer first aid</li> <li>• Assist the Principal in administrative matters</li> <li>• Attend staff meetings when required</li> <li>• Assist with the management of Essential Services</li> <li>• Assist with the management of occupational, health &amp; safety registers</li> <li>• Liaise with external contractors and maintenance staff</li> <li>• Handle confidential information in an appropriate manner</li> <li>• Stamp and distribute various student forms</li> <li>• Assist with online surveys and census information</li> <li>• Assist with the creation and distribution of agendas and minutes</li> <li>• Update student information</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>• Continue development of ICT skills as technologies evolve</li> <li>• Be an active member of a relevant professional association as duties permit</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Other duties as directed by the Principal</li> </ul>