

Position Title:	Receptionist/Administration Assistant (Family Engagement)
Report to:	Executive Principal
Directly Report to:	Chief Experience Officer
Collaborate with:	All Staff & Parent Community
Award:	NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023
Role Description:	The Administration Assistant is responsible for the delivery of timely, efficient, and effective high-level reception, office administration, first aid, executive support, information coordination and confidential support service for the school. A valued member of the Family Engagement Team, the Administration Assistant will work collaboratively with families and staff to maximise customer experience handling a wide range of administrative-related tasks as well as working independently with little or no supervision. Strong organisational ability, flexibility and administrative skills are also required. The ability to interact with staff, parents, and students at all levels in a fast-paced environment, sometimes under pressure, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert-level written and verbal communication skills, strong decision-making ability and attention to detail are equally important.

Essential Duties and Responsibilities, including duties as required by the Executive Principal

1. Operations

- Attend to enquiries from within and outside the school
- Review and process all incoming and outgoing correspondence
- Oversee and maintain school database calendar
- Answer and redirect all telephone calls, emails, website, and book appointments
- Attend staff meetings, professional days, and major school events eg presentation night (as required)
- Assist visitors, contractors, and delivery personnel in contacting relevant staff
- Maintain office and foyer area is tidy and presentable, and plants are watered
- Collect, sort, track and send reminders for activities eg camps, excursions, P-12 student events
- Provide support and assistance for students including timetable, peripatetic and allied health sessions
- Provide administration support for teachers with various requests and excursions VET, proofreading certificates and medallions, etc.
- Maintain and order office supplies, including stationery supplies and paper for the photocopy room and office.
- Maintain school database including data entry, data extraction, audits, and upload documentation for students and families
- Type, format and distribute emails, letters, portal notifications and SMS
- Send correspondence via post, email, parent portal or SMS
- Manage and provide administrative support for school and staff events and functions including assemblies, carnivals, immunisation, parent-teacher interviews, presentation night, Year 12 graduation/portfolio, staff meetings, staff Christmas party, and Executive Principal's awards.
- Respect and understand the need for confidentiality
- Liaise with all school stakeholders in a polite and courteous manner

	- Develop effective and positive relationships with all students and their families - Observe school rules, procedures, practices, and safety aspects, treating all students, staff, and parents with respect - Manage roll data and records of student absence, late and early departures - SMS and/or email notification to parents (on the day) of student absence - Set up Parent/Teacher interviews online - Administration support for Heads of School with production, review, and distribution of digital student reports. - Administration support for Director of Education Strategy including printing examinations - Oversee and manage first aid procedures in the school according to Government guidelines and best practice - Ensure first aid equipment is kept up to date and re-stocked according to Government guidelines and best practice - Ensure first aid kits for excursions are available and well stocked - Attend to first aid needs of students as required including issuing medication - Ensure that all students with allergies or Asthma have up-to-date and complete care plans on school database for staff reference - Monitor and care for sick children (triage); administer appropriate treatment, liaise with parents, record accident or injury on school database - Notify Executive Principal/Head of School and Director of Risk and Compliance of any serious injuries or accidents - Ensure all students with ongoing medical needs, have a labelled student medication container - Ensure sick bay is supervised at all times - Monitor designated email addresses (eg office) - Catering for guests and school functions - Assist executive staff (when required) - Assist other administration staff (when required) - Support and add to the Christian ethos of the school community - Lead staff and students in spiritual formation through devotions - Undertake other appropriate duties assigned by the Heads of School/Executive Principal
4. Administration	- Work as a member of a team - Relate effectively to adolescents/children and parents - Work independently when required - Ability to maintain a flexible attitude to daily workflow
Attributes	
	- Committed Christian actively involved in evangelical Church - Committed to engaging in the education of the whole child: socially, emotionally, spiritually, and academically - Committed to lifelong learning - High level interpersonal and communications skills - Current First Aid certification, including CPR, anaphylaxis and asthma - Ensure the school is child safe and current WWCC is provided - Relevant qualifications and experience would be desirable