

Position Title:	Receptionist/Administration Assistant (Family Engagement) (Part-time: Tuesday-Friday)
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:	<p>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.</p> <p>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.</p> <p>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.</p>

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.

	<ul style="list-style-type: none"> • 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
<p>4. Administration</p>	<ul style="list-style-type: none"> • 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
<p>Attributes</p>	
	<ul style="list-style-type: none"> • 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