

Administration Officer – school operations

As the Administration Officer you will:

- undertake work across a broad range of corporate service activities, including
 - human resource (HR),
 - financial and facilities, and/or undertake
 - a narrow range of duties relating to a specific corporate services function.
 - Assist in identifying and implementing process improvement opportunities for the efficient and effective provision of corporate services to support school operations.

The Administration Officer, reports to the Principal through the Business Manager.

Your Responsibilities include:

- Contribute to the day to day management support staff within the school/college, including identifying corporate service issues, coordinating recruitment and selection, induction and training of support staff and where necessary, provide Injury Management support for staff.
- Interpret departmental and school policies, guidelines and ensuring legislative and procedural requirements are met.
- Assist the Principal/Business Manager in identifying workforce needs including maintaining accurate records, tracking staff data, monitoring staff replacement and ensuring all relevant compliance training is valid and current.
- Assist with the daily supervision of support staff by monitoring workloads, identifying workforce skills needs, and highlighting any performance issues to the Principal/Executive Principal/Business Manager, including research of professional development opportunities for support staff.
- Develop, monitor and track Blue Card processes and Accumulated Days Off (ADO) arrangements, assist with timesheet recording and signatories for support staff and provide advice to staff of leave entitlements
- Under the direction of the Principal/Business Manager, organise and manage supply and contract placements for both teaching and support staff.
- Provide a range of financial administrative activities and operations including data entry, maintenance of financial registers, computing and clerical support for the effective operations of the office, in accordance with legislative, policy and procedural requirements
- Under the direction of the Business Manager, assist with regular budget reviews and provide program managers with budget and purchasing information.
- Assist in the management of payment plans, school/college purchased time and identifying and implementing process improvement opportunities.
- Assist with the day to day management of the school's financial activities, including identifying problems, negotiating with program managers, conducting research, seeking advice and recommending solutions.
- Assist the Business Manager with the management and coordination of resources, asset management and facilities, including regular stocktakes, scheduling and managing maintenance activities, facility hire, conducting inspections to ensure building and facilities comply with all security and safety requirements for all users.
- Support the Business Manager with capital works projects and coordinate minor works, including management of maintenance requirements in accordance with the Maintenance Assessment Report and school needs, this may include use of external operating system.

Other responsibilities (as required) are consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is, in accordance with the Working with Children (Risk Management and Screening) Act 2000 a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

Competencies

- Vision: Leads strategically – thinks critically and acts on the broader purpose of the system.

- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Key Duties

- Support daily school operations.
- Manage front office, keep office door and waiting area door to hallway closed for security reasons.
- Staff are not permitted to enter the administration office for security reasons.
- Manage school telephone system. Take messages for staff on class – do not transfer calls to classrooms during teaching time. In an emergency, contact Principal or Duty Officer to relay message to class staff or replace staff for them to take call away from classroom. Otherwise, email message to class staff for their attention when on a break or after school.
- Staff absences: Start work at 7 am to receive phone call from Deputy Principal/Principal with staff absence texts.
- Organise absences over the phone. By 7.15, send email to all staff with absence and replacement details.
- Student absences: Receive student absences from School Leader and include in email to all staff. Update as additional absences are known (not all parents/guardians/carers text by 7 am and School Leaders finish with absence phones by 7.15)
- Record student absences in absence rolls daily.
- Check student attendance rolls weekly each Friday and contact teachers with rolls not up to date to rectify. Advise Principal of rolls not up to date for more than 7 calendar days.
- File paper bus rolls under N in data track each Monday for the week prior.
- Cross check arrival rolls with teachers each morning and call parents/guardians/carers of students absent without reason. Advise Principal immediately – same day - of any student in the care of the state who is absent without reason.
- Manage Principal and School Leader 1-31 system.
- Enter data track details for paper files in Principal and other School Leader out trays and then file hard copies.
- Administer student medication at hallway door of administration office when class staff bring student to office.
- Record student medication administration records in data track and hard copy filing.
- Manage administration assistant duties including tidying staffroom at least weekly and keeping office area and storerooms neat and tidy.