Job Description

Administration Assistant

1. Prime Objectives

To ensure a high standard of support to the school office team in performing school related tasks in the areas of office management, accounting and reception.

2. Reporting Relationships

The position holder reports directly to the Principal who reports to the Executive Director.

3. Responsibilities

3.1 Reception

- Providing a warm and welcoming greeting to every parent, child and visitor who makes contact with and/or visits the Kindergarten.
- Appropriately responding to all reception inquiries
- Coordinating the timely collection and distribution of mail
- Operating a neat, clean and tidy reception area
- Timely processing of fee payments and issuing of receipts
- Preparing deposit slips and depositing the incoming cash and cheques to the bank
- Performing errand duties (i.e. bank, post office, etc.)
- Maintaining an appropriate office filing system of school records
- Providing general administrative and clerical support (i.e. photocopying, laminating, etc.)
- Performing other office related tasks as required
- Supporting the Principal and office staff in required tasks

3.2 Administration
- Provide training to users of the school’s administration software/systems where appropriate
- Assist with the organisation, setting up and conduct of school functions as required.
- Provide the Principal and the office team with administrative support as required
- Assist the Senior Administration Officer and Administration Officer to ensure provision of effective office administration and reception services as the school’s public front
- Provide general team support to Generations Christian Education when needed and required

3.2 Accounts Payable
- Collate and match purchase order forms and corresponding invoices
- Assist to ensure the validity of the above documentation
- Maintain appropriate filing of all accounts payable documentation
- Issue and process cheque payments in a correct and timely manner
- Ensure urgent payments are made as required
- Monitor school’s petty cash systems and monthly reconciliations
- Input cheque payment details to school account system
3.3 Debtor/Account Receivables Processing

- Assist to record, issue and maintain all School debtor accounts for areas such as tuition fees, levies & miscellaneous charges
- Collect Auto-pay form from parents
- Assist to perform regular and periodical debtor reconciliations
- Assist to respond to the transaction enquiries from parents if necessary

3.4 Admissions

- Assist in data gathering and entry as well as data filing and maintenance of applicants’ files whilst maintaining confidentiality
- Assist to organise efficient and reliable school tour bookings for enquiring families

3.5 Ad-hoc Projects

- Perform ad-hoc projects as assigned by the Principal

4. Organisational Relationships

Internal Liaisons: Executive Director, Principal, Directors, Officers, School teaching and non-teaching staff, the Schools’ Parents’ Association, Parents, Students and Custodians

External Liaisons: New and interested Parents, Vendors
5. **Accountability & Extent of Authority**

The position holder must ensure that they operate in accordance with the specific objectives and strategies determined for the effective management of the Schools’ resources and ensure that decisions made by the position holder are subject to review by the Principal.

6. **Skills, Knowledge & Selection Criteria**

The skills and knowledge required to perform the duties of the position are as follows:

- A decisive understanding of Window’s based financial and administration software packages
- A thorough and diverse knowledge of various computer software programs, including Microsoft Word and Excel
- The ability to readily acquire knowledge and understanding of School specific functions, policies and procedures
- Excellent interpersonal skills, being able to positively interact with all members of the School Community including external individuals/agents who work with the School
- An ability to gain cooperation and assistance from the School’s teaching and non-teaching staff in order to achieve well defined objectives for the financial management of the school
- Well-developed communication skills, particularly in respect to interviews, telephone discussions, report and letter writing
7. Qualifications

The qualifications and experience required for the position include:

- Minimum 1 year solid work experience in reception and office administration related field.
- A Diploma or higher qualification of office administration (or appropriate experience in operating and maintaining computerised accounting systems and office procedures).
- Well-developed computer skills in the areas of computerised accounting systems, spreadsheets and other associated computer software.
- 1 year similar experience in a school environment is preferable.

8. Management Skills

The required management skills include:

- Managing time, setting priorities, planning and organising one’s work together with contributing to the priorities determined by management over the operations of the School.

9. Conditions of Employment

The conditions of employment for this position include:

- Per individual contract

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