Role Description

Administration Officer (Primary)

Prime Objectives

To ensure a high standard of secretarial and administrative support for the school, in order to assist in the smooth running of all its activities.

Reporting Relationships

Responsible to the Principal who reports to the Executive Director of Generations Christian Education.

Responsibilities

Office Management:

1. Ensure the provision of effective office and reception services as the school’s public front.

2. To take delegated responsibility in the supervision and management of administrative staff, (including volunteers) to among other things keep the office organised and paperwork/data filed appropriately.

3. Ensure front line enquiries from staff, students, parents and visitors are dealt with promptly.

4. Role modelling effective behaviour to visitors, staff and students and leading by example.

5. Ensure all current, past and future pupil records and documents are properly maintained, filed and manually/electronically transferred when students depart.

6. The care of sick children and the appropriate administration of first aid
7. Leading administrative support for other activities (e.g. extra-curricular activities, After School Activities, Saturday Classes, Summer Classes, school events) as required.

8. Provide support to teachers as required (e.g. organising transportation/ letters/ bookings/ money collection for school excursions).

9. Work as a bus coordinator to provide administration support between the bus contractor and the bus company (e.g. getting an updated bus route schedule from the contractor, produce daily afternoon dismissal bus list for bus mothers etc.)

10. Process the purchase requisition forms and place orders with relevant suppliers ie. office stationery and supplies, classroom resources etc.

11. Arrange repair and maintenance services for office equipment e.g. copier, laminator.

12. Work with Principal and ensure the weekly newsletter be distributed to parents.

13. Work as an account book-keeper (e.g issuing cheques for school expenses and monitoring the petty cash box etc.)

14. Provide support to Generations Christian Education and the school in administrative matters as required.

Personal Assistant to the Principal & Vice Principal

15. Always maintaining a high level of confidentiality.

16. Carrying out all secretarial duties for the Principal & Vice Principal.

17. Arrange and prioritise their meetings as necessary and ensuring that the Principal is appropriately briefed in coordinating meetings

18. Ensure that there is effective communication through the school and its community; minuting meetings when required

19. Support the Principal in managing the collection, and submission of statistical and statutory returns (e.g. Government department reports/questionnaires ) via Generations Christian Education.
School Information System

- Maintain updated student records – add, delete and update all records to the school information system.
- Maintain up-to-date class/parent contact list, allergy list to class teachers; prepare copies for Principal/Vice Principal and relevant office.
- Maintain up-to-date group email addresses.
- Coordinate with RGL, the IT contractor to perform relevant IT support to school.

Health and Safety

1. To manage the Health, Safety and Welfare of staff and other persons at the school as directed by the Principal.
2. To ensure suitable and sufficient first aid resources are available throughout the School’s opening hours, organise training and maintaining records of first aid supplies.
3. To organise and monitor the administration of medication and ensure its safekeeping.
4. To undertake workstation assessments for staff as required.
5. To arrange, in conjunction with the Principal, regular health and safety audits and inspections.
6. To investigate safety matters raised by staff or students and to take any necessary action.
7. To ensure the statutory display of information (e.g. Employee Compensation Certificate).
8. To be available to any member of staff to discuss and to seek to resolve health and safety problems.
9. To ensure that the circumstances of accidents are properly reported, examined and recorded and that all reasonable steps are taken to prevent or reduce the likelihood of a recurrence.
10. To ensure that all occupants and visitors, including those who will be undertaking work on the premises are made aware of any hazards on site and of when and where such work activities may affect the ordinary operation of the school.
11. To encourage the staff’s active participation in improving health and safety.

12. To keep up to date with the latest legislation and guidance within the area of the role.

13. To take appropriate action to ensure removal or reduction of hazards and risks.

14. To take note of health and safety bulletins, instructions etc issued, ensuring that where required these are distributed. Maintaining a file of all such material which is readily accessible to all staff.

Standards and quality assurance


2. Follow School Policy and always setting a fine example in terms of dress, punctuality and attendance.

3. Attend team and staff meetings

4. Undertake professional duties that may be reasonably assigned.

5. Be proactive in matters relating to health and safety.

Other:

Other related duties as required by the Principal or their delegate.

Related Policy:

Policy 5.202 Employment Policy (Operational Support Staff)

Policy 5.081 Employee Performance Assessment