

Position Description

Southern Cross Grammar Office Administrator



SOUTHERN CROSS
GRAMMAR

School Profile

Located in Caroline Springs, Southern Cross Grammar features curriculum and pedagogy based on proven educational research combined with a global outlook. The school offers new opportunities and choices that are intellectually stimulating, progressive and exciting.

We strive to open new doors for all of our students by recognising each student's personal achievements, goals and dreams. We see what's possible and then take each student on a journey to make it a reality.

We believe in creating the very best possibilities for all of our students and look forward to our students, staff and families discovering this difference.

Student Centred Vision

The following student attribute statement represent the collective goals of the Southern Cross Grammar Passion, Futures, Thinking and Clinical Principles and are intended to continually guide and shape the journey of our learning community.

Be an ethical, compassionate and socially responsible citizen.

Have high aspirations, be curious about the world and demonstrate connectedness in a variety of ways.

Actively listen to others and value different points of view.

Understand your own talents, strengths and weaknesses, and be respectful of the rights and feelings of others.

Accept responsibility and demonstrate accountability for your own learning.

Be creative problem solvers and lateral thinkers.

Take risks and value mistakes as an opportunity to learn.

Be resilient, determined and to persevere through adversity.

Question, investigate and reflect upon your learnings.

Demonstrate leadership and entrepreneurial qualities.

Staff at Southern Cross Grammar should not only support and guide students in achieving this vision but they should also demonstrate through action these values in all areas of endeavour.



Position Description – Office Administrator

Position title	Office Administrator
Department	Corporate Services
Position reports to	Corporate Services Manager
Direct reports to position	Nil
FTE	1.00
Classification	Level 3 – School Administration Services Grade 3

Key Duties

Duties of the Office Administrator include, but is not limited, to the following tasks:

OH&S:

- Manage the First Aid rooms ensuring that:
 - all medicines are held in accordance with School Policy and directions relevant to the medicine;
 - all student medical alerts are up to date;
 - equipment is operational and well maintained.
- Assist the Corporate Services Manager with Emergency Management planning.
- Monitor OH&S, workplace safety, Safe Schools and related legislations and ensure ongoing compliance.
- Provide first aid services to students as required in line with School Policies.
- Review and recommend updates to all medical related School Policies.

IT Services:

- Assist with user access and system administration to the SchoolBox system for staff, students and families.
- Assist with user access and system administration to the Synergetic system for staff.
- Assist with system administration and data entry into the Timetabler system.
- Assist with the email distribution lists ensuring appropriate staff, student and family membership of groups.

Human Resources:

- Maintain records of all staff absences and ensure staff complete and return in a timely manner approved leave forms.
- Manage the production of staff security cards, including new staff.



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Purchasing and Supplier Liaison:

- Liaise with the uniform provider ensuring service levels are maintained for families.
- Manage the blazer embroidery process.
- Monitor the cleanliness of the buildings and liaise with cleaning contractors as required.

Other Corporate Duties:

- Manage the collation, copying, filing and distribution of school reports.
- Assist the Executive Team with orientation and presentation events as well as preparation of awards and handbooks.
- Compile compliance submissions such as Census, STATS and SWD.
- Advise families of CSEF funding, collect and process as required. Ensure applications are processed onto the CSEF website on receipt.
- Assist the Executive Team and liaise with service providers and families with regards to school photo days.
- Ensure timely filing of staff documentation.
- Assist with policy documentation as required.
- Assist with monitoring and updating school calendars.

General Duties:

- Provide reception duties when required, including greeting visitors, assisting staff and student, and answering incoming calls.
- Provide backup secretarial services to the Education Committee in the absent of the Registrar.
- Provide backup secretarial services to Principal and Executive meetings in the absence of the Executive Assistant.
- Prepare catering and school information for scheduled weekend school tours.
- Ensure that adequate stationery supplies are maintained for staff.
- Ensure that all inbound mail and parcel deliveries are distributed with 1 hour of receipt.
- Ensure that school gates are locked daily by 9:00am.
- Assist the Receptionist with contacting families of absent students.
- Support the School through the setting and revision of the weekly tasks and term calendar requirements.
- Assist in keeping public areas including office / reception areas clear and professionally presented.
- Other duties as required by the Corporate Services Manager.



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Characteristics of Classification

Staff are expected to:

- Exercise judgement on work methods and be able to prioritise tasks with specified timelines and standard practices and procedures.
- Manage enquires from students, parents, employees and the general public.
- Support other staff members where required in completing tasks.
- Exercise judgement in identifying constructive solutions to issues as they arise. The staff member should consult with other team members and/or manager where required.

Qualifications and Position Requirements

- All staff must hold a current Working with Children Check.
- Proficient in all Microsoft Office products, including Word, Excel, Publisher and Outlook.
- Proficient in Synergetic.
- Proficient in SchoolBox.
- High attention to detail.

Key Contacts

- Principal
- Corporate Services Manager
- Other Executive staff members
- Other Corporate Services team members
- Staff and school community

Conditions of Employment

- A salary will be paid according to qualifications, experience and demonstrated capacity to achieve outcomes.
- Salary packaging benefits, state-of-the-art facilities, quality staff professional learning and leadership opportunities.
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.
- Employment and leave provisions as outlined in the National Employment Standards (NES).
- Southern Cross Grammar is an equal opportunity employer.

<i>Document Date</i>	<i>Department</i>	<i>Manager Approval</i>	<i>Principal Approval</i>
17 July 2017	Corporate Services		