

## Position Description

<b>Position Title:</b>	School Administrator
<b>Type of Employment:</b>	5 days/week Full-time
<b>Commencing:</b>	As soon as possible.
<b>Location:</b>	St Leonards Campus – 14 Station Road, St Leonards, 7250
<b>Hours of Duty:</b>	The normal hours of duty will be from 8.30am – 4.30 pm, Monday to Friday, with the occasional work required outside of these hours to attend meetings and events.
<b>Conditions:</b>	Educational Service (Schools) General Staff Award 2010. Pay rate level will depend on skills and experience.

### Purpose of Position:

**The School Administrator will manage and develop the administrative functions of our small but growing school. As a small and expanding school our School Administrator will be required to work on a variety of tasks.**

**About Tamar Valley Steiner School:** Tamar Valley Steiner School is an independent, non-denominational school in the northern Tasmanian city of Launceston. It commenced in February 2016 with a combined Kindergarten/Prep/Class1 class of seven 5 to 8 year olds. Our 2017 numbers have grown to 42 students and the school is now running two campuses with K/P and playgroup at French St and our primary school (Classes 1-5) being run from St Leonards Soldiers Memorial Hall. Tamar Valley Steiner School has plans to purchase a 'home site' in the near future with the amalgamation of the school on to one site.

Our curriculum follows the accredited Australian Steiner School Curriculum with the addition of a Bush school program. We aim to provide an inspired child centred, holistic education for children of northern Tasmania that is based on the Steiner pedagogy. The Australian Steiner Curriculum is a recognised alternative by the regulatory body ACARA.

## **PRIMARY DUTIES**

### **Administration**

- Provide supervision and direction to School Administration Trainee and other support staff.
- Manage inquiries from new enrolments, parents and community.
- Coordinate purchase and maintenance requests, ordering and inventory to ensure supplies and equipment are available in a timely way together with other support staff.
- Maintaining and troubleshooting email services, website, cloud storage and other electronic devices.
- Manage and develop school administrative processes such as attendance records, parent communication, student records, teacher communication, purchasing, and excursions and permissions.
- Document all school administrative processes in an Office Manual.
- Develop Policy and Procedures as needed.
- Meet government reporting requirements in relation to attendance and student address collection.
- Provide administrative support to School Council as needed.

### **Enrolments, Promotions and Events**

- Track and manage enrolments according to the enrolment procedure in a timely and effective way.
- Organise and coordinate promotional activities such as School Tours with the assistance of the Administration Trainee.
- Coordinate the logistics of annual events such as our Lantern Walk and other seasonal events. Includes coordinating promotional activities, applying for permits, sourcing equipment and supplies, and providing volunteers with task lists.
- Manage grant applications.

### **Maintenance**

- Supervise maintenance staff and coordinate maintenance requests.
- Be responsible for maintaining grounds and equipment to a high standard including adherence to maintenance schedules.

### **Finance**

- Undertake bookkeeping and general accounting duties – exact duties to be agreed on commencement depending on level of experience and other priorities. May include tuition fee invoicing, managing accounts payable and receivable, bank reconciliation, and managing purchase of office and teaching supplies to budget.

## **HR**

- Coordinate payroll documentation such as leave requests, approvals, and timesheets.
- Coordinate relief staff.
- Coordinate recruitment process for support staff.

## **College, Teacher and Student Support**

- Coordinate support for teachers including problem-solving daily logistical issues and communication processes between teaching and support staff.
- Provide assistance with any student related issues on a day-to-day basis.

## **WH&S and First Aid**

- Coordinate WH&S committee and progress WH&S Action Plan.
- Provide First Aid, maintain first aid training register, first aid kits and coordinate first aid training.
- Establish and maintain asthma and anaphylaxis response and documentation, and other wellbeing policies and processes as needed.

## **POSITION RELATIONSHIPS**

### **Level of responsibility:**

Responsible for the successful management of the assigned duties and associated activities. High levels of confidentiality are expected to be maintained. Responsible for complying with the relevant Workplace Health and Safety legislation and school policies and procedures as relating to the position.

### **Direction/Supervision:**

The School Administrator / Office Manager will report directly to the Board. The School Administrator will be required to supervise other school support staff.

## **SELECTION CRITERIA**

1. Two years administration experience in a school.
2. Strong organizational skills with a background in setting up administrative systems.
3. Excellent communication and interpersonal skills, including sensitive and warm communication with colleagues, parents and students.
4. Knowledge and support for schooling in the Independent sector.
5. The ability to multi-task and manage short and long-term priorities.

## **Qualifications and Requirements:**

### ***Qualifications:***

Experience in School administration tasks will be highly regarded. Appropriate additional qualifications would include a Certificate 4 in Business Administration or equivalent.

### ***Essential Requirements:***

- Experience as an administrator in a school, proficient with school administration systems such as purchasing, attendance, parent permissions etc.
- Word processing skills at 45wpm, proficiency with Microsoft office programs
- Working with Vulnerable People Registration

### ***Desirable Requirements:***

- Experience with using accounting software, particularly Xero
- Marketing and promotions experience
- First Aid Certificate

### **Code of Conduct**

The School's Code of Conduct complements the Constitution and requires employees to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the School.