

Administrative Assistant – Junior School Reception | Position Description



Position title: Administrative Assistant – Junior School Reception

Reporting to: Head of Junior School

Position Summary:

Provide a high level of administrative and operational support to the Head of Junior School, Deputy Head of Junior School and other staff as required.

What you have to do to succeed:

- Manage the Junior School Reception
- Manage external communication via mail, phone and the Fiona Office email address
- Manage student daily attendance and maintain accurate student attendance records
- Respond efficiently to staff, student and parent enquires
- Liaise with key personnel across the School in response to staff, student and parent enquiries
- Maintain effective hard and soft filing systems
- Distribute and coordinate hard-copy parent communications
- Complete photocopying, scanning and mail distribution
- Assist with the preparation of materials for special events
- Place purchase orders, manage deliveries and complete payment requirements
- Attend Junior School Staff meetings, take minutes and distribute minutes in a timely manner
- Provide First Aid support for students and liaise with the Ascham Health Centre
- Assist with excursion, travel and accommodation bookings
- Maintain records of school information, notices, timetables and events
- Undertake other duties, at the request of the Head of Junior School, which fall generally within the scope of this position description

What do you need to succeed?

- Demonstrate strong interpersonal, written and verbal communication skills to work professionally with parents, students and staff
- Professional telephone skills
- Demonstrate excellent editing skills and fine attention to detail
- Maintain well-organised records and prepare reports
- Advanced skills in the use of Microsoft Office products (Word, Excel, Outlook, PowerPoint) as well as databases and learning management systems
- High standard in personal presentation
- Ability to prioritise and meet deadlines
- Ability to work independently and as part of a team
- Discretion, tact and maintain appropriate confidentiality
- A Valid Working with Children Check
- Must have the right to work in Australia

Name: _____

Signed: _____

Date: _____