

Administrative Assistant – Junior School | Position Description



Position title: Administrative Assistant – Junior School

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:

- Generate online forms, letters and other correspondence, including mail merging and publishing processes
- Maintain effective hard and soft filing systems
- Provide reception cover during the day as required
- Assist students, parents and staff with queries and questions
- Preparation of materials for special events
- Oversee venue and function bookings
- Assist with the administration of the academic reporting system
- Photocopying, scanning and mail distribution
- Excursion, travel and accommodation bookings
- Maintain records of school information, notices, timetables and events
- Publish web content via content management system
- Co-ordinate parent teacher interview bookings
- Manage Junior School calendar
- Prepare Junior School diary for printing
- Collate content for School publications
- Prepare correspondence, reports, documents and presentations as directed by the Head of Junior School
- 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)
- 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: _____