

Position Description

1. POSITION TITLE: ADMINISTRATION ASSISTANT

2. SECTION: Ancillary Staff

3. MAIN PURPOSE OF THE JOB:

The Administration Assistant supports the administration team and teaching staff with maintaining the efficient and professional running of the school's administrative functions.

4. POSITION IN THE SCHOOL:

(a) Directly responsible to: The Principal

5. SCHOOL ETHOS:

All staff are required to actively contribute to maintaining the Christ-centred caring atmosphere of the school, and positively support its mission and aims to ensure the principles of Lutheran Education and social justice are embedded within the school's curriculum, policies, programs and practices. Staff are required to actively support and maintain the ethos of the school by setting an example of personal conduct consistent with a Christian understanding and commitment, and proclaiming the Gospel through their actions, decision-making processes and professional relationships with others.

6. KEY RESPONSIBILITIES:

The Administration Assistant's responsibilities include but are not limited to:

6.1 Major Responsibilities

Under the direction / supervision of Senior Leadership staff:

- Providing day-to-day administrative tasks.
- Assisting with front office service, data entry and school tours.
- Assisting with first aid requirements.
- Producing the school newsletter.
- Creating and uploading of digital signage content and social media posts.
- Coordinating production of the school magazine.
- Photocopying, printing and resource making (eg. class resources, work booklets, report cards, certificates).
- Distributing hardcopy correspondence to families (eg. forms, photos, report cards, NAPLAN results) and other items / resources across the school.
- Labelling of staff pigeonholes, and student desks, lockers and pigeonholes.
- Managing lost property items, engraving of trophies and document disposal.
- Maintaining and archiving / uploading of official documents (eg. student writing samples, former student files, Naplan reports)

6.2 Minor Responsibilities

- Providing general administrative support to the Enrolments Officer, Administration Officer and other staff as required.
- Assisting with the coordination and catering of school functions and events (eg. information evenings, sports days, the fete, professional development days).

6.3 General Tasks and Duties:

- Providing appropriate pastoral care for and developing positive and polite professional relationships with all students, staff, families and visitors.
- Working cooperatively and maintaining good interpersonal, communication, organisation and time management skills.
- Being a positively contributing team member within the school community.
- Acting within the law and maintaining integrity and honesty in all aspects of work.
- Attending meetings and professional development as required.
- Undertaking student supervision duties diligently and proactively to ensure student safety and wellbeing are maintained.
- Maintaining a neat, professional standard of dress, personal appearance and hygiene.
- Adhering to all School policies and procedures.
- Positively promoting the school and acting in accordance with its ethos.
- Undertaking other tasks as reasonably directed by the Principal or their delegate from time-to-time.

6.4 Occupational Health and Safety:

Take all reasonable care to protect your own health and safety as well as that of other persons in the school, complying with all school occupational health and safety policies and instructions.

7. SKILLS and QUALIFICATIONS:

The Administration Assistant is required to:

- (a) Maintain a current Working With Children Suitability Card (Blue Card).
- (b) Maintain a current Senior First Aid and CPR certificate.
- (c) Have good interpersonal, communication, organisation, time-management, literacy, numeracy and ICT skills.
- (d) Have a love of working with children and adults in a positive, healthy and supportive manner.
- (e) Work both independently and as a positive team member.

8. CONDITIONS of EMPLOYMENT:

- (a) The terms and conditions of employment shall be as detailed in the Queensland Lutheran Schools Enterprise Agreement.
- (b) The salary is based on the relevant duty level as outlined in the Queensland Lutheran Schools Enterprise Agreement.
- (c) A six (6) month probationary period applies to this position for school officers not currently employed within Lutheran Education Queensland.
- (d) Employment maintenance is subject to all relevant laws and policies, both current and future, being adhered to, as well as the satisfactory execution of the duties and tasks outlined in this Position Description.