ADMINISTRATION ASSISTANT

JOB DESCRIPTION

The Administration Assistant is the first point of contact for students and parents in the Middle School also providing administration support to the Middle School Leadership team and the Personal Assistant to the Head of Middle School.

Reports to: Head of Middle School

Main Duties:

1. Front Desk
   • Answer and respond appropriately to incoming calls
   • Convey messages to students and staff as necessary
   • Sign visitors and parents in/out of the school and direct visitors as appropriate
   • Accept deliveries and follow up the delivery of parcels

2. General Administration
   • Record Middle School student attendance and absences and follow up accordingly
   • Submit maintenance requests as required
   • Maintain and update information files
   • Maintain an organised and professional reception area
   • Co-ordinate the internal mail basket for internal and external mail and distribute accordingly
   • Prepare various bulk mail outs
   • Reply and forward emails to parents and staff as required
   • Send correspondence on behalf of the Middle School leadership team
   • Re-order for and maintain the stationary cupboard
   • Book taxi’s and give out taxi vouchers to students and staff
   • Order parent name badges
   • Assist staff with booking buses for excursions and other events
   • Create booklets and documents along with photocopying and laminating tasks as requested by Middle School staff
   • Maintain the Middle School filing system
   • Assist with report preparation, editing and mail out
   • Typing as requested by the Middle School leadership team
   • Liaise with the Health Centre and external providers and provide admin support as needed
   • Provide administration support to school support groups
   • Maintain stocks of award cards, excellence awards, letterhead and envelopes
   • Distribute parent contact lists (as provided by the Headmaster’s Secretary)
   • Maintain pigeon holes and general information in the Middle School staffroom. Tidy staffroom prior to events
   • Process school excursion/incursion/carnival requests and special information letters and permission slips, collate permission slips and assist with bus bookings and medical forms as required
- Liaise with Outdoor Education regarding programme dates, permission letters and medical forms. Coordinate paperwork, collate departure packs for staff as directed by Outdoor Education staff.
- Send faxes and distribute those received as required
- Maintain paper stocks in all photocopying areas of Middle School and liaise with IT on maintenance and toner requests
- Liaise with Catering staff for provision of catering and staff lunches/morning tea, as required
- Provide minor first aid to boys. If of a serious nature, take boy to Health Centre.
- Ensure all Middle School Care plans are clearly displayed in the Staffroom and regularly updated
- Assist with other administrative duties as directed by the Middle School Leadership team and the Personal Assistant to Head of Middle School

**Skills and abilities required:**
- Professional presentation and a friendly manner
- Punctuality and flexibility with working hours
- Ability to remain calm and pay attention to detail
- Ability to work autonomously or in a team
- Ability to prioritise, display initiative and work to deadlines
- Excellent typing and computing skills
- Ability to positively interact with and assist all members of the Scotch community and a willingness to assist them if needed
- Ability to anticipate requirements of other staff and students
- Honesty, patience, and ability to maintain confidentiality
- Several years administration experience and/or a relevant administration certificate is highly desirable

**Employment Clearances:**
- Working with Children Check and Department of Education & Training Police clearance required.

**General Conditions:**
- The Scotch College campus is a smoke-free environment
- Conditions as per the Scotch College Admin and Technical Officers’ Agreement