

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Office Manager
Department:	Support Staff
Date Updated:	06 December 2021
Reports to:	Principal
Commencement Level:	School Administrative Service – Level X

Primary Purpose

To organise and supervise administrative systems and support staff in the school office and be responsible for undertaking administrative, financial, organisational processes, maintaining confidentiality at all times. Assist with the planning and development of support services.

Essential Criteria

- Demonstrated capacity to work in a team environment in a Christian school context
- Demonstrated understanding of the principles of quality customer service, courtesy and professionalism
- High level of interpersonal and communication skills
- Ability to organise and prioritise workloads and tasks to meet deadlines

Desirable Criteria

- Experience in a similar office management role
- High level of competence in Information Technology systems / applications
- Experience in working in a diverse educational environment.

Personal Attributes

- A committed Christian and active member of a church
- A commitment to the school's Vision, Mission and Christian perspective
- Willingness to contribute to the broader life of the school
- Demonstrates a Christian approach when dealing with others
- Well-developed written, oral and organisational skills
- An ability to work effectively as a team member
- A commitment to the school's Child Safe Standards
- Demonstrated resilience and use of initiative
- Ability to remain calm and courteous in stressful situations
- A commitment to ongoing personal professional development and best practice
- The ability to be discreet and maintain confidentiality

KEY RESPONSIBILITIES

In all matters concerning your appointment you will be responsible to the Principal or someone deputised to act by the Principal.

Reception

- Manage the reception functions of the School

Finance

- Working with the DCS Finance Manager, manage the finance functions (payroll, accounts receivable / payable etc) of the School

Management of Enrolment Functions

- Manage and administer the School enrolment process including the provision of information, interviews, data entry, mail-outs and confirmation of enrolment, archival processes

Attendance

- Maintaining daily attendance of all students IAW the school's Attendance Policy and maintain relevant database

Human Resources

- Support the Principal and BCE Business Manager in respective Human Resources policy and processes (eg job advertisements, interviews, contracts etc)

Medical and Clinic

- Manage the School's medical information and records IAW the Medical Policy
- Dispense medications and medical support to students according to established protocols
- Maintain all Medical supplies and the School's clinic
- Initiate Accident/Injury/Near Miss forms and reporting as required

General School Administration

- Provide direct administrative support to the Principal
- Print data reports as requested (eg student timetables)
- Collate and distribute documents and letters as and when required, eg weekly newsletter
- Ensure uniform items of lost property are regularly forwarded to Uniform Shop and other lost property is processed and distributed

Other

- Be prepared to support the Administration Officer in his / her duties
- Carry out other duties as directed by the Principal from time to time

Hours of Duty

Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23