

Corporate Services Administration Officer

Education Support Officer - Administration

Job Specification

Summary and Purpose of Position and its Responsibilities

The role of the Corporate Services Administration Officer is to provide high level administrative support to the Corporate Services Departments of St Peters Woodlands Grammar School. This includes all Departments which sit under the direction of the Business Director and includes human resources and general school administration. In addition the position is responsible for the school database management.

Role Accountability and Working Relationships

Whilst you are a member of the staff of St Peter's Woodlands, you are directly accountable in your day-to-day operations to the Business Director.

Terms and Conditions of Employment

- This is a 0.8 FTE position working for 44 weeks per year.
- This is a Level 3 position.
- This is a contract part-time position (0.8 FTE) working over 5 days per week, with the possibility of permanency.

Role Description

Administrative Support

- Correspondence, workflow, filing, word processing and diary management for the Business Director
- Facilities management and hire
- Manage and liaise with the cleaning services provider – updating schedule, specification and inspections
- Maintenance of the School key register
- Administration of external hiring contracts (e.g. dance studio)
- Government and statistical reporting support
- Assist with the planning and coordination of classroom moves and refurbishments
- Administration of contracts for external services providers
- Assisting with the coordination of recruitment processes, on-boarding & inductions
- Assisting with the preparation and issuing of employee correspondence
- Coordination of staff training (e.g. flu vacs, first aid, fire warden)
- Minute taking, filing and monitoring of the HR inbox
- Monitoring and follow up of relevant compliance for staff members
- Assistance with HR projects as required

School Database

- Manage school databases (excluding financial databases), to ensure all student, parent and staff information is up to date, stored accurately and easily retrievable
- Updates records for alternate family and custody/legal file documentation; privacy and student permissions



- Liaison with database providers to resolve issues
- Roll over of databases at end of each school year

Other

- Ad-hoc research and project support
- Provide back-up/support to the Principal's Executive Assistant
- Acting as relief front office support when required
- Undertake other tasks as directed
- Comply with all SPW policies and procedures
- Comply with the SPW Workplace Health and Safety policy. The onus is on you to appreciate any restrictions you may have in relation to your health. You must take reasonable care to protect your own health and safety as well as the health and safety of others who may be affected by your actions or omissions.

Person Specification

Essential Skills and Abilities

- Demonstrated competency in the use of the Microsoft Office Suite
- Demonstrated ability to communicate effectively, both verbally and in writing
- Demonstrated ability to maintain confidentiality at all times
- Demonstrated ability to effectively manage data, collection, input, storage and retrieval
- Demonstrated ability to manage your own time independently and effectively
- Demonstrated ability to manage competing deadlines and prioritise workload
- Demonstrated ability to use initiative
- Word processing speed to a corrected minimum of 60 words per minute
- Demonstrated ability to present positively and confidently at all times
- Demonstrated ability to communicate positively and effectively with children and adults
- Demonstrated ability to work collaboratively in a small team
- Demonstrated ability to manage sensitive and confidential information

Essential Experience

- Worked independently in a busy and complex environment
- Provide support too Executive staff
- Worked with databases and desktop publications
- Experience of proactive provision of administrative support

Desirable Experience

- Worked in an independent school environment
- Experience working with School administration systems
- Experience working in a project support role

Essential Qualifications

- Mandatory Notification Certificate or the willingness to undertake the same
- Current Working with Children Check
- Current First Aid Certificate
- A willingness to contribute to the Christian ethos of the school

JOB DESCRIPTION —————
CORPORATE SERVICES ADMINISTRATION OFFICER

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			

