



Position Title:	Administration Officer
Position Type:	Administration
Department:	Administration Team
Approved Date and By:	25 August 2025 Business Manager
Hours per week / FTE	38 hours per week /1FTE
Award Classification	Level 3

The aim of St Columba Anglican School is to be the most outstanding regional school in New South Wales. It is the product of the vision of a community - to build a school with access to all who want their children to achieve the highest standards of education and behaviour.

St Columba Anglican School is founded on faith. The Christian ethos is present in its caring philosophy and its concern to produce educated leadership. The School is a community school in the sense that its doors are open to all, so long as they are sympathetic to and support the School's Christian foundation.

Values are the heart of an organisation driving school culture, expectations, behaviours, and decision making. The St Columba Anglican School values, grounded in the Christian understanding of Faith, Hope, Truth and Love lay the foundation for our purpose and priorities for the future.

Role Purpose

The Administration Officer plays a vital role in supporting the daily operations of the School through effective administrative assistance, accurate record keeping, and a strong commitment to student wellbeing. This role combines responsibilities across attendance management, archival record maintenance, first aid and general administrative duties to ensure the smooth and efficient functioning of school administration.

Key to this position is promoting and supporting student attendance by monitoring, reporting, and identifying patterns or concerns, in accordance with school policy and legal requirements. The Administration Officer also plays an important part in ensuring compliance with records management legislation through the maintenance of physical and digital archives.

By providing responsive and professional service to students, staff, and the wider school community, the Administration Officer contributes to a positive, inclusive, and well-organised school environment that upholds the school's values and supports its operations and ongoing development. During non-term time, stand-down without pay will be applied.

Key duties and responsibilities**Attendance**

- Processing of daily attendance, maintaining accurate attendance records in the school system, and monitoring trends or concerns.
- Notifying parents/guardians of absences and following up on unexplained or chronic absences.
- Collaborating with staff to develop and implement strategies to improve student attendance.
- Supporting the school community in creating a culture that values punctuality and attendance.
- Ensuring compliance with legal and safeguarding responsibilities related to student attendance

Archival and Records Management

- Prepare and maintain detailed records and reports on archival matters as required.
- Assist staff and authorised users in accessing records and archival materials.
- Adhere to the School's Retention and Functional Disposal Authority for administrative and historical documents.
- Conduct research, identification, and appraisal of potential archival materials.
- Promote innovation in recordkeeping, including digitisation and information preservation practices.

First Aid

- Assist and support First Aid Officers as required.
- First aid response for student medical treatment and documentation.
- Maintaining records of attendance at the First Aid room, including treatment notes.
- Stay updated on current first aid practices, guidelines, and regulations through ongoing professional development.

Administration Duties

- Flexibility to backfill other administration staff during periods of absence
- Other duties as delegated by the Leadership Team.

Core Competencies (knowledge, skills, and experience)**Qualifications**

- Tertiary/TAFE or VET Tertiary qualifications preferred
- Licences: Driver's Licence (Car) (not essential)
- Current First Aid Certificate



Knowledge

- Understanding of K–12 school structure, daily operations, and educational terminology.
- Familiarity with school policies, procedures, and regulatory requirements applicable to the role.
- Demonstrated high degree of skills in managing online systems, for the purpose of attendance and archival records management.
- Ability to analyse attendance data to identify trends, at-risk students, and underlying issues.
- Sound judgment in identifying when to escalate concerns and involve other professionals.
- Commitment to maintaining confidentiality and managing personal data sensitively and in line with data protection regulations and policies.
- Demonstrates professional conduct and integrity at all times.
- Willingness to take initiative and support school-wide attendance initiatives.
- Ability to manage sensitive conversations with empathy and professionalism.
- Familiarity with safeguarding and child protection procedures.
- Ability to perform research, identification, and evaluation and /or appraisal of potential archival material.
- Excellent ICT skills including Microsoft Office suite and Google suite.
- Experience with school databases, such as The Alpha School System (TASS) and/or Seqta would be an advantage.
- Knowledge of procedures, attention to detail and accuracy in maintaining official records.
- Maintain first aid training currency by attending relevant professional development.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child safety and well-being.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy at all times. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

Essential Personal Attributes

- Strong communication skills.
- Highly organised, detail-oriented, and able to manage multiple tasks at once.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Demonstrated ability to meet deadlines, to exercise sound judgement and initiative in decision-making, to self-manage and prioritise own workload, to use analytical and logistical skills and forward planning and to work collegially as part of a team.
- Ability to work with little, or no supervision, and show initiative and enthusiasm.
- Demonstrated strong interpersonal skills and a capacity to quickly develop authentic relationships.



- Ability to work effectively in a culturally diverse school community.
- Awareness of the challenges faced by students from different socioeconomic backgrounds or those with additional needs.
- Demonstrate a commitment to supporting the Christian values, Anglican ethos, and culture of the School.

Child Safety

St Columba Anglican School has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable to ensure adherence to the policies of the School, in particular those relating to the safeguarding of children.

General Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by St Columba Anglican School's Staff Code of Conduct, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

Mandatory Criteria

- Must hold a valid employed Working with Children Check at commencement of employment
- Prepared to undertake any additional training to complement the position as required

Organisation Chart Relative to Position

- The Manager's Manager: Business Manager
- The Immediate Line Manager: Executive Officer
- This position: Administration Officer

APPROVAL

This position description accurately details the primary duties and responsibilities of an Administration Officer.

Approved by: Business Manager

Date: 25 August 2025