

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description – School Administration Officer ~

Title	School Administration Officer
Appointed by	The Executive Principal
Responsible to	The Campus Principal through the Office Manager

RESPONSIBILITIES AND DUTIES

Overview

The School Administration Officer is expected to assist the respective sub-school (junior, middle, or senior school) and/or school department to which they have been assigned in the delivery of excellent Christian education by providing regular and general administration and office support to the sub-school. The School Administration Officer is a key position in ensuring that all administration activities and processes continue to be carried out effectively and efficiently.

All responsibilities and duties set out below should be read in conjunction with the Campus Administration Task Matrix which has been developed to assist staff members with role clarity.

General Expectations

Teamwork within the Organisation

As a team player in this organisation, the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- Is founded on the person of Jesus Christ and honours Him in all that we do.
- Reflects a community in which Christian love and concern are woven into the task of learning and teamwork.
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition, be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- You will be required to ensure that you:
 - Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - Work positively towards the success of School activities and traditions.
 - Help maintain a positive and enthusiastic work environment.
 - Support the ethos that the school requires.
 - Are aware of your membership in the Christian community and respect and support the directions of the school through the leadership of the Board and the Principal.
 - Participate in Performance Management processes to ensure you continue developing your skills.
 - Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

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Provide an example to all by:

- Setting a Godly example for staff, parents and students through professional practice, manner, relationships and general lifestyle.
- Being familiar with and supportive of the values and ethos of the school.
- Exemplifying Christian character and belief as a support person to the school's leaders and as someone who represents the school publicly.
- Using appropriate and proper channels of communication.

SPECIFIC DUTIES

Communications Responsibilities

- Respond to incoming calls promptly and professionally, ensuring a courteous and helpful approach.
- Direct calls appropriately or take accurate messages when needed.
- Assess and prioritise calls based on urgency.
- Handle enquiries and requests from parents, students, and staff.
- Provide a warm and professional welcome to all reception visitors.

Administrative Support Responsibilities

- Manage mail, parcels, and inter-campus deliveries for the sub-school.
- Maintain organised filing systems and frequently used documents (both digital and hard copy).
- Support the Head of Sub-School and teaching staff with planning and attending events, including after-hours functions.
- Update student records and attendance in TASS.
- Draft and proofread letters, reports, and other communications.
- Coordinate logistics for camps, excursions, and school events, including catering and permission forms.
- Maintain shared spaces such as the copy room and staff room.
- Perform general administrative tasks including:
 - Calendar and event bookings
 - Class list management and email distribution
 - Document archiving
 - Orientation day and parent-teacher interview preparation
 - Scheduling parent meetings
 - Student ID card distribution and bus bookings

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- Managing “Back to School” orders
- Monitoring media restrictions for events
- Outgoing correspondence to parents and students
- Assisting with sub-school related events
- Organising and posting Linc updates relevant to the sub-school

Learning Support Department Responsibilities

Providing support to Learning Support Coordinators with the following:

- Maintain Snapforms for Learning Support across the campus, ensuring accuracy and compliance.
- Monitor form submissions and follow up with staff and parents for outstanding information and documentation as directed by coordinators.
- Reconcile Snapform data with TASS and other systems to ensure consistency.
- Export, organise, and archive Snapform data for reporting, auditing, and student records.
- Monitor Snapforms and data flow for programs such as ISV funding, NAPLAN, MiniLit, MacqLit, Social Groups, and Literacy Remediation.
- Support Learning Support Coordinators with ISV funding applications as required.
- Administer NAPLAN Snapforms to collect and manage data on student adjustments and provisions.
- Communicate with parents as directed to confirm approved accommodations and ensure documentation is complete.
- Assist the coordinators to ensure accurate and timely communication regarding testing adjustments and deadlines.

Other Duties to include:

- Involvement in Emergency Management procedures.
- Assisting with first aid including attending to students, parent follow up, maintaining registers, compliance with related policy and procedure.
- To work closely with, and offer support, to all other staff as required.
- Attendance at occasional events after hours if required.
- Attend to any other administrative duties as requested by the relevant Head of School.

Child Safety Responsibilities

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust

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- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

KEY SELECTION CRITERIA

- An ability to work in a team of people to deliver quality services to the school.
- Appropriate reception and administration experience.
- Excellent people skills and communication skills including telephone manner.
- A high standard of computer literacy (MS Word and Excel) and keyboard skills.
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model.
- Flexibility.
- Attention to detail with high proof-reading skills.
- An ability to maintain a high level of confidentiality.
- Ability to work under pressure.
- Level 2 First Aid qualification (or willingness to gain).
- Current Driver's License.
- Be able to provide a satisfactory Police Check and Working with Children Check.