

## Job Description – Assistant Office Administrator

Position Title	Assistant Office Administrator
Reports to	Business Manager
Key Relationships	Principal, Business Manager and Office Administrators

**Employment Status:** Fixed Term, Part-time: 6 ½ hours/week, 6 ½ hours/day, Term 2, 2020.

Hours of work are 8:30am – 3:30pm, Thursday (including ½ hour unpaid lunch break). Morning and afternoon tea breaks – 10 minutes. Flexibility and extra hours may be required by mutual agreement.

**Conditions of Employment:** As per the [Support Staff in Schools' Collective Agreement](#).

### **Purpose of the position**

To provide a helpful, welcoming face to all visitors and ensure the smooth and efficient running of the school reception and staff room. Assist staff and students with professional secretarial services.

### **Tasks and Duties**

The following list specifies the tasks that will be undertaken as the Cheviot Area Schools **Assistant Office Administrator**. Other tasks may be required and requested of you to ensure the efficient running of the school.

### **Office Administration**

Key Responsibilities	Appraisal Indicators
Reception	<ul style="list-style-type: none"> <li>• Meet and greet, and efficiently manage the flow of visitors, providing an approachable and welcoming face to all visitors of Cheviot Area School.</li> <li>• Maintain a clean and welcoming reception/front office area.</li> <li>• Answer and screen all incoming calls in a professional manner, redirecting to the most appropriate person where possible or ensuring accurate messages are passed to staff and students in timely manner.</li> <li>• Forward emails to the appropriate staff in a timely manner.</li> <li>• Answer general enquiries from the public, staff and students promptly.</li> <li>• Collect and distribute mail as required.</li> <li>• Coordinate outgoing mail daily, ensuring it is prepared for posting by the required time.</li> <li>• Receive and receipt all incoming cash and follow school policies for financial transactions.</li> <li>• Receive all inwards goods and coordinate the checking off packing slips.</li> <li>• Manage system to ensure students, staff and visitors arriving and leaving during the day are appropriately signed in and out of the school.</li> <li>• Assist the administration team, Deputy Principal and Principal with secretarial duties as required.</li> <li>• Coordinate catering requests with external suppliers as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the staff room is well supplied for staff morning tea and lunch times.</li> <li>• Turn on the road patrol sign at 8:30am</li> </ul>
Student Management	<ul style="list-style-type: none"> <li>• Record all student attendance data as required.</li> <li>• Send out SMS text message from edge.</li> <li>• Telephone Parents/Caregivers for unexplained absences. This is to be done as soon after 9.10 a.m. as possible.</li> <li>• Answering attendance enquiries from caregivers.</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• Promptly attend to any child requiring assistance with health or hygiene.</li> <li>• Supervise and attend to children in the sick bay.</li> <li>• Maintain Health and Safety Accident Register by recording any accidents in the accident book.</li> <li>• Notify parents as required.</li> </ul>
Uniforms & Stationery	<ul style="list-style-type: none"> <li>• Assist with uniform and stationery sales and information.</li> </ul>
Security	<ul style="list-style-type: none"> <li>• Ensure all visitors sign-in and out of the school and wear visitors label.</li> <li>• Recorded and keep track of day keys.</li> <li>• Ensure all valuables and cash are secured at all times.</li> <li>• Ensure a high standard of security for confidential information.</li> </ul>
Bus Runs	<ul style="list-style-type: none"> <li>• Liaise with the Teachers in charge of the buses and assist with the end of day runs.</li> </ul>

**Declaration:**

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>
Appointee:	<i>Signature of the appointee</i>
Date appointed:	<i>Date upon which the appointee has been offered the position</i>