



OFFICE ADMINISTRATOR VACANCY

Dear Colleague,

Thank you for expressing an interest in the Office Administrator position available at St John's Lutheran School in 2019. This is a permanent part time position offered as a 1-year contract with the view to extend and beginning on or as close as possible to Monday 29th July. To be considered for the position it is essential that applicants address all the selection criteria before submitting an application.

Applicants are asked to address the key selection criteria in no more than 3 pages in total.

Please find attached:

- Advice to applicants
- Position Description
- General Responsibilities, Capabilities, Key Tasks & Expectations
- Key Selection Criteria
- Qualifications & Experience
- Employment Conditions

Applications close 5pm Wednesday 24th July.

I wish you well with your application.

Kind regards,

Tony Peters (Principal)

July 2019



ADVICE TO APPLICANTS

a) **School Contact:** Mr Tony Peters – Principal
email: tony.peters@sjls.sa.edu.au
8 Ward Street
Eudunda, South Australia, 5374
Telephone: (08) 8581 1282
Mobile: 0422 423 897

b) **Preparation of Application. The following may be of assistance:**

- Applications should include the applicant's address and contact numbers (business and private), current position, qualifications and other employment history.
- **Applicants must address all selection criteria in no more than 3 pages.**
- Applicants must nominate three referees. These referees should be people who can make relevant comments regarding the applicant in relation to the key selection criteria. Applicants should note that the selection panel may choose to approach individuals other than those nominated. In submitting an application, individuals authorise us to contact the current employing Principal even if that person is not listed as a referee.
- Applications should be marked **CONFIDENTIAL** and should reach the school by **5:00pm** on Wednesday 24th July 2019.
- Applications should be addressed to:

Email : tony.peters@sjls.sa.edu.au
Subject: Office Administrator

Or in writing: The Principal
St John's Lutheran School
8 Ward Street
Eudunda, SA, 5374

c) **Remuneration**

Employment is offered in terms of Lutheran Schools SA Enterprise Agreement 2017.

ST JOHN'S LUTHERAN SCHOOL

"Learning to Serve."

Position Description – Office Administrator

SCHOOL MISSION STATEMENT

"St John's Lutheran School is a Christ-centred school, nurturing the individual in a caring, inclusive family environment, committed to quality global education."

POSITION OBJECTIVES

At St John's Lutheran School, it is expected that each staff member will support the Christian ethos of the school. A good example for Christian living is to be given to children and parents by teachers' words and actions. Positive reinforcement of it is of most importance. Where correction is needed this is to be given in a loving, caring manner and forgiveness is to be freely offered to children who err as God forgives each of us for Jesus' sake.

The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected you will co-operate fully with the Principal, Business Manager, other staff and the School Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of St John's Lutheran School, Eudunda.

Working closely with the Principal and Business Manager, the Office Administrator will be required to deal with a diverse range of secretarial and administrative matters and be focussed on the delivery of quality outcomes on a professional and timely basis. They will also need to be receptive to changing technology and administrative procedures and be prepared to update training and qualifications where necessary.

GENERAL RESPONSIBILITIES & CAPABILITIES

- Welcome visitors and guests
- Answer the phone in such a way that callers feel welcomed, valued and contented
- Maintain confidentiality and show respect for privacy in all matters involving children and their families
- Have a demonstrated commitment to customer service
- The ability to work effectively in a team environment
- The ability to demonstrate positive interpersonal skills in dealing with the students, school community, staff and outside agencies

- The ability to effectively perform a wide range of secretarial/clerical duties including records management, preparation of reports and documentation processes within the school office environment
- The ability to multitask and prioritise
- The ability to accept increasing responsibility as delegated by the Principal
- The ability to effectively adapt to changing situations within the workplace
- The ability and willingness to utilize and adapt to current and changing technologies as required
- The desire and ability to engage in continuing education and professional development
- Prepare a staff contact list, including emergency contacts and birthday roster
- General administrative printing and photocopying
- Management of documents relevant to role, shredding or archiving as required
- Deliver messages
- Collect, distribute and post mail daily; and purchase and maintain school postage stamp supply
- Prepare and produce the weekly newsletter
- Work in close collaboration with the Business Manager in a mutually supportive fashion
- Provide administrative assistance to the Principal as required, including during school holidays
- Prepare and type correspondence, school booklets, parent, staff handbooks, school directory and yearly calendar
- Maintain students' files and general files
- Organize, type and photocopy the weekly newsletter
- Handle & process confidential mail and other documents
- Fully use the current computer systems and software, PC School - word processing, spreadsheets, database and embrace new systems and software as required
- Receive and send mail / emails applicable to this position
- Collate and distribute student reports
- Maintain the school's database and produce class, staff, and school family contact lists
- Complete data reporting as required, including Census, School attendance and NAPLAN
- Oversee staffroom and ensure supplies are in order
- Manage signing in and out by parents, staff and visitors
- Handle enquiries from staff, parents and students
- Receive and sign for deliveries to the school and unpack/distribute
- Use current social media for messaging and uploading newsletters
- Be familiar with all requirements for evacuation and lock down responsibilities
- Complete secretarial tasks as required
- Maintain attendance data
- Empty and distribute correspondence each morning, collate forms
- Prepare and distribute correspondence for families on a daily basis
- Inform school families of allowances available such as the School Card system

MEDICAL

- Be aware of medical information pertaining to all students and staff
- Maintain medication register
- Maintain PC School medical database
- Act as the primary provider of First Aid
- Administer First Aid & medication
- Supervise students in sick room
- Contact parents to advise of illness or injury as appropriate
- Maintain sick room and First Aid kit supplies
- Prepare medical requirements for excursions, camps, inter-school sport (First Aid kits, ice, etc)
- Compile and produce booklet of students with acute medical conditions and distribute one to each classroom teacher
- Provide all classroom teachers with medical details of students in their class

UNIFORM SHOP

- Order uniform supplies
- Ensure order forms are updated regularly according to price increases
- Draft and forward letters to parents twice a year for uniform changeover (from Summer to Winter)
- Maintain uniform stocktake

FINANCE

- Accept school fees and other payments by cash, cheque and credit cards
- Maintain receipts on PC School for all incoming payments
- Provide receipts for uniform purchases
- Supervise cash drawer and clear excess cash to the bank
- Monies – accept monies on behalf of other groups for various school events and pass to the appropriate person

KEY SELECTION CRITERIA

- (a) Support the ethos of St John's Lutheran School
- (b) Proven communication and organisational skills
- (c) Show discretion, confidentiality, honesty and integrity in relationships with others
- (d) Have an ability to display initiative and work with minimal supervision
- (e) Possess highly developed management skills
- (f) Highly developed skills working with, and learning, software applications

QUALIFICATIONS AND EXPERIENCE

1. Experience in the education industry in a F-7 context is desirable.
2. Senior First Aid certificate, anaphylaxis and asthma training.
3. Extensive experience working with the Microsoft Office suite and administrative software. Training will be organised for the specific software used by St John's Lutheran School.
4. A current Working with Children Check.

EMPLOYMENT CONDITIONS

Hours of Duty

This is a Permanent Part Time Position that involves 42 weeks of the year. This includes school term time and some school holiday time as negotiated with the Principal. You will be required to work Monday to Friday with the daily working hours of 8:00am to 4:00pm - including a morning tea break of 15 minutes and an unpaid 30-minute lunch break.

Award

Salary and conditions of employment are in accordance with the Lutheran Schools SA Enterprise Agreement 2017.