

Position Description

Job Title: Administration Assistant

Reports to: School Principal

Date: 2nd September, 2019

Key Responsibilities

- To support the Principal in a range of administrative activities in a professional manner and in keeping with the philosophy and policies and procedures of Koonwarra Village School (KVS) including the KVS Child Safety Policy and the KVS Staff Code of Conduct.
- To work effectively and harmoniously as a team member within the school.
- To welcome community members and visitors to our school and to be a liaison point for school information.
- To participate in ongoing professional development as appropriate.

Specific Duties

Administration

- Order office stationary, classroom materials, printing supplies, cleaning supplies and new student items as required.
- Collect & sort mail from PO Box and collect parcels from post office.
- Maintain key dates in School calendar and Student Management System.
- Maintain filing systems for general documentation and school records.
- Answer the phone, greet visitors and receive deliveries.
- Establish mid- and end-of-year parent/mentor interview schedule.
- Audit first aid kits annually and restock as required throughout the year.
- Draft minutes from parent meetings and student reporting templates.
- Attend whole school planning meetings as required.

Finance

- Collect applications and prepare and submit claims for Student Travel Conveyance Allowance (STCA) and Camp Sports Excursion Fund (CSEF). Allocate and balance STCA and CSEF credits. Ensure family information is up to date.
- Prepare invoices for school fees, bus, extra charges for camps, Personal Learning Projects (PLPs) or events. Send statements for families each term.
- Prepare payment plans and track family payments and send reminders as per Fee Recovery Flowchart.
- Supervise petty cash, reconcile and coordinate reimbursement.
- Prepare any cash receipts for banking.

Information Systems and ICT Management

- Manage user access to school systems (email, MS Office, document management, printing, Student Management System) as approved by School Principal.
- Ensure quarterly maintenance and regular back-ups of school systems are occurring as scheduled.
- Support first level trouble shooting for IT issues.
- Maintain accurate databases of family contact details – across various platforms.

Facilities

- Prepare annual maintenance calendar for grounds, buildings, school vehicles based on guidelines and budget and schedule approved suppliers/contractors.
- Coordinate reactive maintenance tasks, as requested.

Governance and Reporting

- Prepare meeting room for each Board meeting.
- Collate data, draft text, select images and format the school's annual report.

Enrolment & Attendance

- Enrol / exit students as per the checklists and statutory requirements and maintain school records with the Victorian Student Number register
- Maintain enrolment registers for any school programs
- Batch enter attendance days for part-time students.
- Email Out and About / Camp / PLPs permission emails to families. Keep track of responses and follow-up any missing ones prior to activity.

Marketing and Communications

- Upload files to website and update content as approved by Principal
- Prepare Cycle newsletter (in Publisher) including liaison with staff for stories and photos, layout and distribution, for approval by the Principal and emailing to families and uploading to website.
- Monitor the school's admin email address and respond to, or re-direct, emails as required.
- Prepare Cycle Dates email (Mail Chimp), check with staff then schedule for distribution during the Cycle.
- Distribute approved whole school communications.
- Maintain and circulate Community Directory.
- Host school tours for parents with pre-school age children as requested

Parent Liaison

- Prepare and distribute family calendar as required.
- Prepare bus schedules, coordinating parents, students and drivers.
- Collect and collate STCA, CSEF and Student Family Occupation (SFO) data from parents.

Acceptance

I am willing to undertake the position of Administration Assistant with the knowledge that the position will include, but is not limited to, the range of duties set out in this Position Description.

Signed _____ Date _____