

Administrative Assistant - Junior School

Title:	Administrative Assistant - Junior School
Date reviewed:	October 2022
Reporting to:	HOJS/Office Manager
Supervised by:	HOJS / Office Manager/ K-6 Head of Learning Support / K-6 Academic Studies Coordinator
Liaison with:	HOJS / Office Manager/ K-6 Head of Learning Support / K-6 Academic Studies Coordinator / EA to HOJS / Staff Members / Parents
Department:	Support Services
Classification:	Level 3
MEA:	NSW Christian Schools General Staff Multi-Enterprise Agreement
FTE:	2 days per week; 39 weeks per year
Qualifications/skills req'd:	<ul style="list-style-type: none"> ● Exceptional organisational & administrative skills ● Attention to detail ● Ability to work independently & as part of a team ● Accuracy in Data Entry ● Strong interpersonal and communication skills

Vision

To develop in each child their unique qualities, equipping them to enjoy a successful Christ-centred life.

Responsible for: Administration support to Junior School as directed.

Key Result Areas:

Specific Accountability	Performance Standards
K-6 Administrative Assistance	
➤ New Student Enrolments	<ul style="list-style-type: none"> ● Obtain latest report of enrolled students ● Typing up Enrolment Interview notes from HOJS office ● Collate Immunisation certificates and passing on to First Aid ● Create New Student Files for Teachers ● Ensure all New Student Files up to date before class placements in Term 4
➤ JS Merits	<ul style="list-style-type: none"> ● As directed, administer the JS Merit system ● Data Entry ● Write Certificates and place in teacher's pigeon holes for distribution to students ● Merit + Certificate orders ● Contact person re: merit queries from teachers
➤ Updating	<ul style="list-style-type: none"> ● Staff, Department and Evacuation lists
➤ K-6 Schoolbox (Parent Portal)	<ul style="list-style-type: none"> ● Update/edit any letters/Information documents uploaded ● Grad facilitator advises a grade teacher to update information which goes on the parent portal under grade page.
➤ Overflow from HOJS EA	<ul style="list-style-type: none"> ● Laminating

	<ul style="list-style-type: none"> • Document Edits • Term 1 + Term 4 Orientation - labels, signage etc. • Printing of EOY Certificates • Assistance editing JS Orientation Handbook for parents
K-6 Learning Support	<ul style="list-style-type: none"> • Assisting Head of Learning Support with administration of IPs and new enrolments • Updating student files and administration records • Emailing parents of Learning Support students regarding Learning Support Programs • Liaise with EA to HOJS and Registrar regarding new enrollments; liaise with potential new parents to obtain additional information or arrange necessary meetings/observations or pre-visits at OFG • Other tasks as directed by the K-6 Head of Learning Support
K-6 Curriculum	<ul style="list-style-type: none"> • Liaise with EA to HOJS for the administration of the reporting process • Amend reviewed Outlines and Outcomes for import to Edumate by Jenny Cook • Scan/review summation reports • Email reports to parents • Support NCCD data collection processes • Administrate the PTO system to manage Junior School parent/teacher interviews • Liaise with EA to HOJS for the administration of NAPLAN • Assisting K-6 Academic Studies Coordinator for annual assessments including Naplan, ALLWELL and ACER PAT assessments

Other relevant information