



Frederick Irwin Anglican School

A School of the Anglican Schools Commission (Inc)

DUTY STATEMENT: PRIMARY ADMINISTRATION OFFICER

FUNCTION

The Primary Administration Officer provides administration support to the Head of Primary and Deputy Heads of Primary and manages the Primary Reception including the Get Well Bay.

RESPONSIBILITY

The Primary Administration Officer is answerable to the Principal or Business Manager for all items of policy and discipline and reports to the Head of Primary on a daily basis.

REQUIREMENTS OF POSITION

Computer literate with proficient word processing skills

Excellent Communication Skills – written and verbal

First Aid Certificate

Current Working with Children Check

Current Police Clearance

'C' Class Drivers Licence

Ability to work independently using own initiative as well as in a cooperative team environment

DUTIES

Duties for Head of Primary

- Preparation and Word Processing of documents, letters, class lists, concerts/presentations and term planners
- Organise and file documents
- Organise and schedule meetings with parents and outside agencies etc and maintain appointments in Microsoft Outlook
- Liaise with other staff, schools, parents or organisations
- Liaise with Campion representative/staff over creation of year level booklists
- Record student absences in SEQTA and generate absence reports as required
- Check 'absent@fias' inbox each morning
- Record absences reported directly by phone or parents in office
- Receive list of absent students from secondary office 'absentee line'
- Ensure all staff have completed their electronic roll and follow up on any who have not
- Print off unexplained absences list and check against any excursions, extended student absences etc then contact parents by telephone until all absentees are accounted for

General

- Welcome parents, students and visitors to the School
- Answer the telephone, take messages and ensure these are passed on
- Manage the Visitor Register and ensure visitor badges are worn and returned
- Manage the Primary Reception area keeping it in order and maintaining the integrity of the School environment
- Collect monies raised through fundraising activities and send to main School Office
- Maintain the photocopier and ensure the integrity of staff documents
- Word processing for staff i.e. letters
- Record 'permission reply' slips and excursion/incursion attendance sheets
- Contact parents on behalf of staff when necessary
- Assist staff with computer and photocopier issues
- Maintain iPad register and track iPads
- Assist students with concerns i.e. photocopying, late lunch orders, etc
- Contact students, organise revised/late orders, liaise with canteen staff and send home notes for students who have borrowed money for lunch, lost property, missed buses, etc

- Maintain student sign in and out registers, issuing late and early leaving notes for students
- First aid for students and staff
- Maintain Get Well Bay student information on SEQTA
- Maintain student medication, recording expiry dates and writing to parents as necessary
- Order and maintain medical supplies and keep Get Well Bay in a neat and orderly state
- Assist the Deputy Head of Primary in organising and maintaining the Student Emergency File and maintain Medical Action Plans of students with possible life threatening illnesses
- Organise and maintain the Primary Storeroom and order materials as they are needed
- Order and maintain general supplies for staffroom/kitchen area
- Collate and prepare Coles orders
- Collate data to send group emails to individual class or sporting groups
- Filing of student documents and reports
- Archive filing
- Assist Deputy Head of Primary with word processing, photocopying, arranging meetings with parents and outside agencies.
- To carry out any other duties as directed by the Head of Primary, Deputy Head of Primary, Principal or Business Manager

Reviewed November 2017