



Job Description

Administration Assistant (Primary)

The Administration Assistant is one of the first points of contact for students and parents. The position requires the incumbent to interact with students, staff, parents and visitors to the College in a professional, timely and courteous manner.

The Administration Assistant will work in conjunction with the Community Relations Team and primarily be responsible for the oversight of Primary School events and other administrative tasks to serve the best interests of the College and its students. This will include:

- Staff, student and parent liaison
- Event coordination and administration (Primary)
- Curriculum administration and Student Services support

The role has duties and responsibilities as outlined, but not limited to:

1) General Duties

- 1.1. Plan and coordinate events in the Primary School as part of the Community Relations Team.
- 1.2. Management of staffroom, stationery and teaching supplies for the Primary School.
- 1.3. Administrative duties as required to support Primary Administration.
- 1.4. Primary student file management.

2) Administration Support

- 2.1. Coordinate Primary parent morning teas for Assemblies throughout the year as well as numerous Primary events (including but not limited to Mother's & Father's Day stalls, Parent Information Evenings, Parent Teacher Interviews, Open Night Learning Journey, various morning teas and staff PL days, school photo day, community Christmas carols, orientation days, NAIDOC Week).
- 2.2. Coordinate Year 6 Graduation, as well as the ordering process for Student Leadership badges, and leavers shirts.
- 2.3. Update and manage databases of Literacy Pro and Matific and any other subscription resources the College uses.
- 2.4. Manage the ordering of all staff room supplies, stationery supplies, and teaching resources as required.
- 2.5. Manage and update Primary students' files, including digitising and archiving where relevant.
- 2.6. Manage the MBC app calendar and posts as it pertains to Primary.
- 2.7. Send parent communication through SEQTA as requested.
- 2.8. Create, edit and brand documents and posters as requested by the Community Relations Manager, Head of Primary, Deans or other staff.
- 2.9. Communicate and distribute to families co curricular activities for Primary School students.
- 2.10. Assist in Reception and Student Services, including first aid, if needed.
- 2.11. Liaise with K-12 P&F members as required.
- 2.12. Attend Primary activities to take photos if required.
- 2.13. Liaise with and troubleshoot student, parent and teacher enquiries.
- 2.14. Provide support for K-12 and Secondary events as requested by the Community Relations Manager.
- 2.15. Other Duties as required by the Head of Primary, Office Manager or Community Relations Manager.

RELATIONSHIPS & AUTHORITY

This role reports directly to line management: Office Manager

The Administration Assistant is expected to make decisions in accordance with College policies and protocols and as outlined in the Staff Handbook.

SELECTION CRITERIA

1. Excellent interpersonal skills and the ability to liaise with students, staff, parents and the community.
2. Excellent organisational skills with experience in event planning desirable.
3. Attention to detail.
4. Excellent verbal and written communication skills.
5. Ability to prioritise tasks and be adaptable.
6. Strong IT skills and good working knowledge of Microsoft suite of products and Canva.
7. Ability to maintain absolute confidentiality, and to demonstrate initiative and creativity in work skills.
8. Ability to work as a team member.
9. Empathy towards students and their parents.
10. Contribute to the safe working environment of the College.
11. Current Apply First Aid and CPR Certificate.
12. Experience with TASS and SEQTA school management software.