



**St Patrick's Primary School, Stawell**  
PO Box 856 Stawell Vic 3380    **A.B.N. 95.548.178.271**

55 Patrick Street,  
Stawell Vic 3380

Ph: 03 5358 2493  
Fax: 03 5358 3352

## Role Description

### Education Support Employee- Administration Officer

**The Administration Officer provides a support service to the community of St Patrick's Primary school.**

#### **Qualifications/Experience Requirements to Meet Objectives:**

- Working knowledge of Microsoft applications including Excel, Word, Powerpoint, Outlook and Publisher.
- Working knowledge of SIMON (can be taught on the job)
- Working Knowledge of web-based applications such as Google Docs, Sheets, Slides, Calendar.
- Sound communication skills, both written and verbal
- Level 2 First Aid
- A successful Working with Children Check and a Police Check.
- Implement and adhere to procedures and policies relating to student safety and wellbeing

#### **Working Relationships**

- Internal liaisons- all students and staff.
- External liaisons- parents/guardians of students, contractors and suppliers.

#### **Key Result areas and Accountabilities**

##### **Daily Duties**

- Greet and treat all School visitors, Staff and Students in a friendly and professional manner
- Operate the telephone system to answer the phone, check voicemail and transfer calls
- Screen calls for the Principal and Business Manager
- Take messages and relay to students at recess, lunch and after school.
- Administer the signing in and out of students, staff and visitors.
- Maintain office, foyer, meeting rooms, boardroom and first aid room.
- Collect mail, sort and distribute to staff.
- Ensure outgoing mail is processed and posted.
- Maintain daily attendance records of students.
- Assist in the administration of student files and reports.
- Cross-check rolls and trigger SMS for all absentees.
- Collate and enter into SIMON all student activities including student excursions and permissions.
- Input all student enrolments as they are received and update student records as required.
- General assistance to staff including typing, copying, laminating, faxing, data entry and reports.
- Receipt over-the-counter monies coming into the school
- Collect information, produce and publish the weekly newsletter.
- Assist unwell students, administer first-aid and/or phone parents to collect.
- Arrange local media outlets for events
- Maintain office stationery supplies and oversee maintenance calls for school copier/printer fleet.
- SMS parents to collect their child after excursions, or other school activities as appropriate

- Other duties as requested by the Business Manager or the Principal.

**Personal Attributes**

- Demonstrate a commitment to the Catholic identity and ethos of our school
- Excellent interpersonal communication skills and ability to relate to all sections of the St Patrick’s community.
- Flexibility and a willingness to adapt to change
- ability to work independently, with minimal supervision
- be a willing and enthusiastic, effective and consistent ‘Team Player’
- Ability to exercise initiative.
- Honest and trustworthy
- Have a demonstrated awareness of the need for Pastoral Care and confidentiality in the school setting.
- Punctual
- Ability to work under pressure to meet deadlines
- A commitment to ongoing professional development

**Decision-making and accountability**

The position, in conjunction with the business manager, is required to exercise judgement in ensuring the image of St Patrick’s presented to the public is in accordance with the Mission and Vision Statement and that appropriate hospitality is extended to all visitors.

Has authority to make daily decisions in relation to consumables and minor staff/student admin queries so as to maintain an efficient and effective administration workplace.

**Award and Conditions:**

Title	Administration Officer- Front Office
Classification	Education Support Employee Category B The position holder normally works during the school term only and receives paid school holidays
Time Fraction	Part- time 2 days per week. Hours of work: are agreed on between the employee and employer. Normally between 8am and 7pm
Award	In accordance with the Catholic Education Multi Employer Agreement 2023
Value Range	Salary Level commensurate with experience and qualification
Employment Status	Ongoing

