

# Job Description

## ADMINISTRATION OFFICER

**Location:** 695 Roland Road Parkerville WA 6081

**Date:** September 2022

### ABOUT SILVER TREE STEINER SCHOOL

Nestled in a beautiful bush environment of over 25 acres in the Perth Hills, Silver Tree Steiner School provides a Steiner education from Early Childhood to Year 6, following the Australian Steiner Curriculum. Based on a deep understanding and respect for Rudolf Steiner's philosophy of pedagogy, children are immersed in a creative, enriching and wonder filled learning environment.

### PURPOSE

This role provides administrative support to ensure the operational tasks of the school are met.

### CORE RESPONSIBILITIES

- Manage the administration of the Playgroup and Parents and Baby Group.
- Administrative support for camps and excursions.
- Coordinate school photos.
- Support collation of incident and injury reporting.
- Support collation of behavioural report forms.
- Manage class lists for internal and external distribution.
- Manage the parent library.
- Assist Business Manager and Leadership Team with administrative tasks.
- Update policy files as needed.
- Liaise with staff to book professional development courses and other associated costs.
- Provide admin support regarding student reports.
- Lunch coverage for Receptionist.
- Assist with other daily tasks that arise during school hours.
- Deal with challenges flexibly, creatively and professionally whilst upholding the School ethos, culture and values at all times.

### EXPERIENCE, SKILL, AND KNOWLEDGE REQUIREMENTS

#### DESIRED CRITERIA

- Experience working within a school environment.
- Experience working with a School Information System.
- First Aid and CPR Certificate or the ability to obtain one.

#### ESSENTIAL CRITERIA:

- Demonstrated previous experience in an administrative role.
- Advanced computer skills, including MS Office.

- Demonstrated strong organisation skills.
- Positive and professional demeanour.
- Highly developed written and verbal communication skills.
- The ability to organise own workload and work in a team environment.

## ORGANISATIONAL RELATIONSHIPS

### REPORTING RELATIONSHIPS



This position is not responsible for supervising staff as delegated by the Head of School.

## SCHOOL CULTURE, CHILD SAFETY AND OS & H

- Provide a child safe environment for all students, and actively implement the National Principles for Child Safe Organisations.
- Comply with the School's health and safety policy and procedures; always taking reasonable care for your own health and safety.
- Be familiar with and act in accordance with all School policies.

## POSITION TYPE AND REMUNERATION

**Employment framework: Educational Services (Schools) General Staff Award 2020**

<b>Position type:</b>	Part-time
<b>Position term:</b>	As per Individual Letter of Offer
<b>Period:</b>	As per Individual Letter of Offer
<b>FTE for this position:</b>	As per Individual Letter of Offer
<b>Hours per fortnight:</b>	As per Individual Letter of Offer
<b><u>REMUNERATION:</u></b>	
<b>Salary</b>	As per Individual Letter of Offer
<b>Superannuation</b>	As per Superannuation legislation.