



Position Description - Administration Officer

Part time (3 days per week negotiable) Fixed Term

This Position Description is neither an exclusive or exhaustive list of duties and responsibilities. St Francis Xavier Primary School reserves the right to vary this position description to meet the changing needs of the School.

DUTIES	
Administrative Officer	<ul style="list-style-type: none"> • Provide informed and friendly customer service to all students and parents/guardians • Attend to the general administration of the school office • Maintain daily attendance rolls • Be receptive to changing technology and administrative procedures • Have the ability to use multiple software applications within the school environment • Respond and act on internal and external enquiries • Receive and receipt monies payable to the school • Organise the purchase of supplies • Attend to ill students and administer first aid • Dispense medication to students as required and in accordance with student medication profiles and permissions, when required • Assist the Deputy Principals in administrative matters • Attend staff meetings, when required • Handle confidential information in an appropriate manner • Update and maintain student information and records • Assist with the administration of new enrolments • Prepare school roll over for end and start of school year • Assist with booking excursions
Actively contribute to St Francis Xavier Vision	<ul style="list-style-type: none"> • Know the Vision and be a witness to it in word and action • Values of the school are modelled, taught and affirmed
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	<ul style="list-style-type: none"> • Continue development of ICT skills as technologies evolve
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend school meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal • Demonstrate professional and collegiate relationships with colleagues • Other duties as directed by the Principal