

School Administration Officer (Student Services)



Position Description

Employment Type:	Permanent Part-Time
Normal Hours:	27.5 hours per week, 40 weeks of the year (9:00am – 3:00pm)
Classification:	Level 3 of the Administration Stream; Business Support Classification of the St John's Enterprise Agreement
Area of Responsibility:	Student Services
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	EA to the Principal

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. Our student population is 800 and St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young men and women with a social conscience who can contribute to society, and leaders who want to journey through life with tolerance and compassion for others.

Position Objective

A member of Business Support located in the Student Services team, this position provides administration assistance to several leadership roles on a daily basis as well as providing campus wide Student Services and support for first Aid as a parent and student facing role.

Working Relationships

This position works closely with the Personal Assistant – Heads of School, Student Services team, Leader of Wellbeing, Head of Extra Curricular, VET and Career Counsellor as well as liaising with a wide range of stakeholders both internally and externally, including students, parents, teaching and business support staff and external providers of services.

Position Responsibilities

- Provide the VET and Career Counsellor with support in the coordination of work experience.
- Support in the coordination of events such as careers and wellbeing expo.
- Preparation of camp folders and camp administration to the Head of Extra Curricular and assistant Heads of School.
- General administration support as required by the team of Executive and Personal Assistants.
- Daily support to the Student Service and Administration team.
- Maintaining the school database for information on students and their families including absences.

Learning to Soar

- Tendering elementary First Aid for students, maintaining records and following campus policies regarding the treatment of injured or ill students.
 - Assist with other school events as required.
 - Other tasks as required.
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Candidate Profile

Qualifications

Essential

- Certificate in Administration or equivalent skills and knowledge gained through relevant experience
- WWCC and Responding to Risk of Harm, Abuse and Neglect (RRHAN) - if these are not current, the school will provide the resources to complete them.

Preferred

- Provide First Aid Qualifications
- Previous experience working in an education environment, but not essential.

Experience

Essential

- Prior experience in an administration or Personal Assistant role
- Demonstrated experience in working in a fast paced busy environment with competing priorities
- Demonstrated competency in the computing environment including an advanced knowledge word processing, publishing, spreadsheet and database packages.
- Proven ability to recognise and discreetly manage confidential matters, demonstrate integrity when responding to sensitive issues.

Preferred

- Experience utilising Synergetic.

Skills and Abilities

- Ability to develop positive working relationships with all internal and external stakeholders and clients.
- Excellent communication and interpersonal skills.
- Maintain the highest professional standards in presenting an appropriate image of the School.
- A nous for process improvement to ensure efficient and effective processes and procedures.
- Advanced skills in the computing environment including an advanced knowledge of word processing, publishing, spreadsheet and database packages.
- Ability to exercise judgement and initiative to resolve issues.
- Demonstration ability to ensure all assigned tasks and projects are completed within the established deadlines, maintaining high standards of quality and accuracy.

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

Special Conditions

- Some out of hours work may be required.
 - First Aid Allowance applies.
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R Anderson

PRINCIPAL

St John's Grammar School

April 2025

