

School Administration Officer – Student Services



ST JOHN'S
GRAMMAR

Position Description

Employment Type:	Permanent Part-Time
Normal Hours:	37.5 hours per week, 40 weeks of the year (8am – 4pm)
Classification:	Grade 3 of the Administration Stream; Business Support Classification of the St John's Enterprise Agreement 2023
Area of Responsibility:	Student Services
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Human Resources Manager

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

This role provides campus wide Student Services in support of the daily operations of the Secondary Campus and is integral in ensuring our school runs smoothly as a key communication point for our school community. In particular, this role is a first point of contact for students and families both face to face and over the phone, manages student absences for the campus and coordinates activities such as immunisation cycles for all students. This position also encompasses the role of the nominated Secondary Campus First Aid attendant and is the main person responsible for providing first aid to secondary school students.

Working Relationships

This position works closely with other student administration staff as well as liaising with a wide range of stakeholders both internally and externally, including teaching and business support staff and members of the St John's Grammar and wider community.

Position Responsibilities

Campus wide Student Services:

- Greeting and assisting parents and students as the 'face of the school', in person, and by phone or email.
- Processing and accounting for student absences, including contacting parents where necessary.
- Maintaining the school database for information on students and their families when provided, including updating medication and medical records.

Learning to Soar

- Tendering First Aid for students, maintaining records and following campus policies regarding the treatment of injured or ill students.
- Coordination of immunisation cycles across all year levels.
- Providing all medical information and medical kits to Camp First Aid Officer.
- Managing first aid kits for availability for excursions and yard duties.
- Management and organisation of the campus First Aid room and supplies.
- Order stationery supplies as required.
- Preparation of the Daily Bulletin.

Provide back up support to other administration staff, including PAs to the Heads and Assistant Head of School on the Secondary Campus, including assisting with events and administration activities as required.

Candidate Profile

Qualifications

Desirable

- First Aid qualifications – current HLTAID012 is a requirement of this role
- Current Working with Children Check and Responding to Risks of Harm, Abuse and Neglect (RRHAN).

(If you do not currently possess the above qualifications/certifications the school will provide the resources to obtain them.)

Experience

Essential

- Demonstrated experience working in a similar position.
- Demonstrated experience and advanced knowledge of a variety of software programs including Microsoft Office Suite.

Desirable

- Previous experience working in an education environment would be helpful, but is not essential.
- Experience providing First Aid in a busy environment will be highly regarded.

Skills and Abilities

- Ability to develop positive working relationships with all internal and external stakeholders and clients.
- Excellent communication both written and verbal
- Excellent attention to detail
- A nous for process improvement to ensure efficient and effective processes and procedures
- Ability to exercise judgement and initiative to resolve issues.

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.

B Manifold

PRINCIPAL

St John's Grammar School

February 2026

