School Administration Officer - ELC

Position Description

Employment Type:	Permanent Part-Time
Normal Hours:	22.5 hours per week, 46 weeks of the year
Classification:	School Administration Services Grade 3 of the St John's Inc Enterprise Agreement 2026
Area of Responsibility:	Early Learning Centre
Position Location:	Early Learning Centre Campus, Sheoak Rd, Belair
Responsible to:	ELC Director

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. 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 the Business Support team of St John's Grammar School, this position supports the ELC and is the liaison with families in relation to administrative matters. It also provides assistance to the ELC Director in relation to administrative and compliance processes as well as the ELC Holiday Program. This role is also part of the ELC Co-Educator team as required working directly with ELC students.

Working Relationships

This position reports to the ELC Director and works with ELC Teachers and ELC Co-Educators.

Position Responsibilities

The School Administration Officer – ELC will support the ELC Director by:

- Ensuring efficient and effective administration of:
    - Xplor data, including new and existing family and child information
    - Maintaining confidential information about families including personal and financial details
    - Onboarding and set up of new processes within the Xplor system, for example, possible implementation of staff rostering in Xplor
    - Enrolment of new students into Xplor
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    - Assisting families to book additional casual days
    - Enrolment of families with CCS
    - Liaising with parents on CCS related issues to provide a successful outcome
    - Understanding and operating the CCS system
    - A welcoming presence to greet families daily on arrival and departure, throughout their ELC experience, both through phone, email and in person
    - Ensuring all ELC enrolment documents are received and ensuring the process runs smoothly
    - Keeping essential records up to date
    - Submissions of ELC related reports
    - Communication with parents
    - End to end billing processes
    - Application of appropriate discounts to families fees
    - Ensuring families are charged the correct fees
    - Chasing overdue fees
    - Coordination of ELC Screenings and Events (Speech and OT Screenings, Dental Visits, Photos etc)
    - Ensuring effective communication between families and staff
    - Ensuring that all of these processes work smoothly and follow ups where required

- Ensuring the correct administration and processes for compliance related documentation:
    - Staff qualifications and compliance documentation is kept and communicated to HR
    - Enrolment documentation
    - First Aid supplies and First Aid Spreadsheets plus maintaining records
    - Children's medical management plans

- Following procedures to order resources:
    - Stationery
    - Equipment and resources
    - Other supplies
- Where required, assist in the supervision of students.
- Have an understanding of, and abide by, the legal requirements of the ELC
- Adhere to principles and practices of school policies
- Back up to the Director from an Administration perspective
- Consent to being Responsible person in Day to Day Charge when directed.
- Any other duties as directed by the ELC Director.

Candidate Profile

Qualifications

Essential

- Current mandatory qualifications/eligibility to work in an environment with children (WWCC/RRHAN).
- First Aid qualifications relating to working in an Early Learning setting
- Certificate III/Diploma in Child Care

Experience

Essential

- Experience working with computer systems and databases, including early learning or child care related databases (Synergetic School Administration System and Xplor)
- Assisting in the resolution of process and administration related issues within the ELC
- Experience working with early learners

Skills and Abilities

- Exceptional interpersonal skills with the ability to relate to all students, parents and other staff.
- A team player with a desire to collaborate with colleagues
- Excellent communication skills
- Display qualities of sincerity, integrity, confidentiality, empathy, wisdom and compassion
- Understanding and support of our Anglican ethos

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

- Position works 46 weeks of the year including Term Time and School Holidays.

B Manifold
PRINCIPAL
St John's Grammar School
November 2026