

"The whole of life  
belongs to God."



# St Columba's School

Engaging • Inspiring • Empowering

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## ROLE DESCRIPTION

### School Officer – Reception/Administration

**Days/Hours of Work:** TBC (Mon-Wed, Mon-Thurs)

#### Reporting Relationship:

Directly responsible to the Principal, to work with direction from the Business Manager, sharing responsibility with the other Administration Officer/s for the tasks listed below.

#### Limits of Authority/Delegation

Duties as authorised by the Principal.

#### Clear Objectives

The School Officer - Reception/Administration shall

- \* be responsible to the needs of the Principal
- \* administer the School office and Reception area in a competent and efficient manner
- \* have the ability and licence to re-prioritise activities according to the needs that arise throughout the day;
- \* always maintain confidentiality
- \* assist with the care of all students;
- \* be receptive to changing technology and administration procedures and practices
- \* be prepared to be involved in ongoing Professional Development
- \* be prepared to replace other office staff who are taking leave

#### SPECIFIC AREAS OF RESPONSIBILITY

- PAM Administrator
- Maintain PAM usernames and passwords to families, including notifying families of those details
- Enquiry Tracker Administrator
- Interviews online Administrator
- Archiving
- Updating phone system
- Daily Office Duties below

## START OF YEAR

- Update Emergency Teacher Folders at start of year
- Set up SIMON permissions for start of year, privacy, Internet usage/gsuite, code of conduct parents, permission for Photos, Eldest in family group, medical details etc
- Class Solver import

## OTHER DUTIES (in partnership with office staff)

- Entering enrolment information into SAS
- Updating enrolment form folders (Enquiry Tracker)
- Compiling class lists, family groups, sport houses and distributing as required
- Keeping up to date records of students in each class and year level
- Collect immunisation certificates and maintain records
- Updating SAS database with parent info
- Updating end of year documents such as Staff information (address/birthdays etc.), new staff or new details, birthdays, cleaning list, phone list, map
- Updating class lists, family groups, sport houses and distributing as required
- Archive non-current Enrolment Forms
- Add excursions to Student Activity Locator
- Maintain School Related Absences for excursions and events on SIMON
- End of term notifications and closure notification days
- Attend and care for children who present in First Aid
- New Foundation Mail outs and information
- Organise catering for staff functions
- Organise flowers/hampers for staff/community
- Ordering of stationary for administration
- Word processing for Administration
- Processing Uniform shop orders as required
- Following up Maintenance issues – contacting relevant contractors
- Maintaining Visitor Sign in system
- Organise Flu injections for staff yearly
- Attendance at Admin Network meetings and bi-annual Conference
- Maintain stock of hand sanitiser and in conjunction with cleaning staff ensure compliance with COVID plan

## **Daily General Office Duties**

- **8.30 am** open Office
- Entering daily absences on Simon
- Following up absences on Simon
- Checking Office email for messages throughout the day relating to absences
- Sort and open mail and distribute
- General reception, telephone
- Typing, photocopying
- Register excursions with SIMON and School Activity Locator including risk assessment and booking buses as requested and write in bus diary
- Order goods and/or services at the request of the Principal/Business Manager
- Assist with the care of sick/injured students - contacting parents, and the like
- **4.30 pm** last person in the front office at end of the day to stamp and take mail to post