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**ADMINISTRATION SUPPORT - PRIMARY YEARS (MORRIS)**

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POSITION HOLDER:	Vacant
SECTION:	Friends' Primary Years (Morris)
POSITION REPORTS TO:	Head of School - Early Learning to Year 6
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness) Enterprise Agreement 2021 - Level 5 General staff Classification
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent
HOURS PER WEEK:	32 hours per week (8.00am - 3.30pm) school term time

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**P U R P O S E**

To efficiently and effectively provide administrative support to the Primary Years (Morris) Office Administrator, the Primary Years management team, staff, students and parents.

**P R I M A R Y D U T I E S**

- Provide administrative support to the Head of School and Deputy Heads of School and Primary Years staff.
- Provide first line assistance to ill or injured students and arrange appropriate medical assistance.
- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Respond to parent needs through direct enquiry and telephone, contact parents as required for specific student issues and liaise with other members of the School community and associated professional bodies.
- Maintain relevant computer systems, software, documents and communication with and for Morris Primary Years.
- Actively contribute to day-to-day tasks and general operational issues within the Morris office.
- Work collegially with the Office Administrator within the Primary Years (Morris) Office.

- Assist the Head of School with tracking the Primary Years (Morris) budget including ordering all stationery and other resources, processing invoices for payment, managing petty cash and staff reimbursement.
- Book the annual Canberra school trip including all venues and flights.
- Order flowers and food for functions and meetings.
- Assist the Deputy Heads of Primary Years (Morris) with entering data for Learning Records (including proof reading) and Assessments.
- If required book professional learning for staff (including flights and accommodation)
- Undertake research for the Head of School on various topics and assist with proofreading of documents.
- Additional tasks in support of the operations of the School's administration.

#### D E L E G A T I O N S

- Nil

#### K E Y R E L A T I O N S H I P S

- Deputy Heads of School
- Primary Years Teachers
- Primary Years Office Administrator
- Primary Years Staff
- Primary Years Students
- Parents and wider School community
- Teaching Assistants
- Maintenance and Grounds staff
- Human Resources Manager
- Risk & Compliance Manager

#### S E L E C T I O N C R I T E R I A

1. Understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Relevant qualifications in business management, office administration and/ or equivalent experience.
3. Previous experience in an office environment.
4. Qualification and /or experience in providing first aid to student or ability to undertake these duties and gain qualifications.
5. Highly developed interpersonal, verbal, analytical and written communication skills when dealing with parents, staff, children, tasks and the public.

6. Proven ability to exercise initiative, prioritise workload, work under minimal supervision and manage day-to-day work.
7. Highly motivated, well organised and flexible approach to work.
8. Proven ability to maintain confidentiality and understand the Privacy Act principles.
9. Demonstrated high level of computer literacy, using standard software packages for word processing, spreadsheets, database management and email.
10. The ability to work safely in a School environment and be fit to carry out the duties of the position.
11. Strong support for the Purpose and Concerns and ethos of The Friends' School.

C O N F I D E N T I A L I T Y

A School environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

**Definition**

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

**Your obligations**

- You are expected to:
- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the School's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description:

Name: .....

Date: .....

Signature: .....