

Administration Office Manager: Job Description 2023



Name:	
Position:	Administration Office Manager
Hours:	35 hours / 5 days per week 8.15am – 3.45pm
Days:	Monday - Friday (Term Time only - with holiday pay)
Grade:	4
Pay rate:	\$--- per hour (tbc)

Areas of responsibility:

[Student Management](#)

[Staff Management](#)

[School Communication](#)

[Financial Management](#)

[Resource Management](#)

[BOT Support](#)

[FOTS Support](#)

[Staffroom Management](#)

[Professional Learning & Development](#)

Note:

Not all of these areas need to be fulfilled solely by the 'Administration Office Manager'.

A part-time administration staff member is also employed to take responsibility for 1 or 2 of these areas. Responsibilities will be assigned for each person for 2023..

Student Management

For new and existing students, fulfil all MOE, school, parent and student requirements for:

- Student enrolment
- Student Management System
- Attendance / Absences
- Roll returns
- First aid, medical requirements & medicines
- Buses

Liaise with the MOE, principal, staff, parents and students as required

Review existing systems and procedures annually

Staff Management

For new and existing staff, fulfil all MOE, school & individual staff requirements for:

- Staff payroll
- Staff personnel files
- Staff enquiries

Liaise with Novopay, principal and staff as required

Review existing systems and procedures annually

School Communication

Fulfil school communication requirements for:

- School Newsletter
- School Website pages
- Email & phone communication
- Parent/caregiver enquiries

Liaise with the principal, staff, school groups (BOT, FOTS, etc.), parents and students as required

Review existing systems and procedures annually

Financial Management

Fulfil all legal and school financial requirements for:

- Preparation of monthly & annual accounts (in conjunction with Ed Tech)
- Receipt of all monies
- Payment of all accounts
- GST
- Reporting to principal
- Reporting to BOT treasurer
- Reporting to key staff leaders

Liaise with Edtech, auditors, school suppliers, the principal, staff, BOT Treasurer & parents as required

Review existing systems and procedures annually

Resource Management

Fulfil MOE and school requirements for:

- School stationery
- Classroom consumables
- Asset register
- Archive storage
- Swimming pool

Liaise with the principal, staff, Edtech and parents as required

Review existing systems and procedures annually

BOT Support

Fulfil BOT requirements for:

- BOT meeting minutes
- BOT meeting documentation sharing

Liaise with the principal, BOT Chairperson and BOT members as required

Review existing systems and procedures annually

FOTS Support

Fulfil FOTS requirements for:

- Ag Day
- BOT meeting documentation sharing

Liaise with the principal, FOTS Chairperson and designated FOTS members as required

Review existing systems and procedures annually

Staffroom Management

Support the staff to ensure the staffroom area is functional, clean and tidy

Review existing systems and procedures annually

Professional Learning & Development

Fulfil school professional development requirements for:

- Focusing on professional development target(s)
- Supporting school-wide development areas

Review PLD plan annually

Additional Tasks

Additional tasks related to the functioning of the office or the school may be asked of Administration personnel. The purpose of these tasks will be explained when any request is made.

Qualities/competencies required:

- **Respect** towards staff, students, families and visitors
 - Friendly
 - Supportive
 - Confidential
- **Responsibility** to complete key job requirements and tasks
 - Self-directed
 - Adaptable
 - Persistent
- **Reflection** regarding key job requirements and tasks
 - Problem-solving
 - Inquiring
 - Open to learning