ADMINISTRATION/FIRST AID POSITIONS

RECEPTIONIST/MAIN ADMINISTRATION OFFICER

The primary role of the Receptionist/Main Administration Officer will be to work with the Business Manager and College Principal's Executive Officer in further establishing, developing, and managing administrative resources, protocols and procedures for the College.

As well as attending to the duties required within this ES range, specific roles will also involve:

- Working as a key member of the Mount Ridley P-12 College Education Support team and contributing to the promotion of Mount Ridley P-12 College as an integral part of the community.
- The ability to manage multiple tasks and be a self starter. Personal qualities of objectivity, sensitivity and integrity, along with strong levels of initiative, will be required. The appointee will have excellent communication skills.
- Providing high level assistance and administrative support to the Executive Leadership Team.
- Proficient use of administrative packages including CASES 21, 1st CLASS, SMT, etc., all facets of the Microsoft Office Suite of programs (including Outlook, Word, Publisher and Excel); and the internet (particularly Microsoft Internet Explorer).
- Screening and routing telephone calls and taking and distributing telephone messages.
- Undertaking administrative tasks, including but not limited to, photocopying, ordering supplies, booking and setting up meeting rooms, etc.
- Administering First Aid to students and staff.

FINANCE (ACCOUNTS PAYABLE) OFFICER

The primary role of the Finance (Accounts Payable) Officer will be to work with the Business Manager, College Principal's Executive Officer and Finance (Accounts Receivable) Officer in further establishing, developing, and managing administrative resources, protocols and procedures regarding the College's financial system.

As well as attending to the duties required within this ES range, specific roles will also involve:

- Working as a key member of the Mount Ridley P-12 College Education Support team and contributing to the promotion of Mount Ridley P-12 College as an integral part of the community.
- The ability to manage multiple tasks and be a self starter. Personal qualities of objectivity, sensitivity and integrity, along with strong levels of initiative, will be required. The appointee will have excellent communication skills.
- Providing high level assistance and administrative support to the Business Manager and College Principal's Executive Officer.
- Proficient use of administrative packages including CASES 21, 1st CLASS, SMT, etc., all facets of the Microsoft Office Suite of programs (including Outlook, Word, Publisher and Excel); and the internet (particularly Microsoft Internet Explorer).
• Managing the processing of orders, invoices and payments to creditors.
• Assisting the Finance (Accounts Receivable) Officer and Receptionists/Main Administration officer, when necessary.
• Administering First Aid to students and staff.

MINI SCHOOL ADMINISTRATION OFFICER

The primary role of the Mini School Administration Officer will be to work with the Business Manager, College Principal’s Executive Officer and Mini School Assistant Principal in further developing, and managing administrative resources for their assigned Mini School.

As well as attending to the duties required within this ES range, specific roles will also involve:

• Working as a key member of the Mount Ridley P-12 College Education Support team and contributing to the promotion of Mount Ridley P-12 College as an integral part of the community.
• The ability to manage multiple tasks and be a self starter. Personal qualities of objectivity, sensitivity and integrity, along with strong levels of initiative, will be required. The appointee will have excellent communication skills.
• Providing high level assistance and administrative support to the Mini School Assistant Principal.
• At the request of the Senior Leadership Team, perform duties that will assist in the delivery of improved learning and teaching practices and the efficient functioning of the College.
• Proficient use of administrative packages including CASES 21, 1st CLASS, SMT, etc., all facets of the Microsoft Office Suite of programs (including Outlook, Word, Publisher and Excel); and the internet (particularly Microsoft Internet Explorer).
• Administering late, uniform and early leavers’ passes and student absences.
• Managing the electronic student attendance package, including the follow up of unapproved student absences.
• Managing their assigned Mini School Assistant Principal’s diary, ensuring the minimisation of their workload.
• Administering First Aid to students and staff.

COLLEGE OPERATIONS/PROFESSIONAL LEARNING ADMINISTRATION ASSISTANT

The primary role of the College Operations/Professional Learning Administration Assistant will be to work with the Director of College Operations and College Operations Administrator in managing and refining Human Resource allocation across the College as well as supporting the Assistant Principal responsible for Staff Professional Learning.

As well as attending to the duties required within this ES range, specific roles will also involve:

• Working as a key member of the Mount Ridley P-12 College Administration team and contributing to the promotion of Mount Ridley P-12 College as an integral part of the community.
- The ability to manage multiple tasks and be a self starter. Personal qualities of objectivity, sensitivity and integrity, along with strong levels of initiative, will be required. The appointee will have excellent communication skills.
- Assisting with the management of daily staff absences and replacements, including liaison with Casual Relief Teachers (CRT) and CRT employment agencies.
- Proficient use of administrative packages including CASES 21, 1st CLASS etc., all facets of the Microsoft Office Suite of programs (including Outlook, Word, Publisher and Excel); and the internet (particularly Microsoft Internet Explorer). The appointee will be responsible for maintaining an efficient data and record storage system, including retrieving electronic data and producing routine reports as requested.
- Maintaining the College’s calendar of events and updating it fortnightly.
- Maintaining and regularly updating the College’s digital signage system (Bright Sign).
- Assisting with the administration of the daily staff absence system.
- Supporting the Assistant Principal charged with the responsibility of Staff Professional Learning. Administrative support will include managing the StaffPD system, professional learning registrations and assisting with the VIT registration process.