



POSITION DESCRIPTION

OFFICE ADMINISTRATION

FULL TIME | 42 + 10 weeks

AREA	School Office
REPORTS TO	College of Teachers
LOCATION	On site – 213 Wonga Road, Warranwood, VIC
HOURS	Monday to Friday, 8.30am- 4.30pm
KEY ROLE RELATIONSHIPS	- Office Administration Team - All School Staff - Students & Parents

OVERVIEW OF THE SCHOOL

Melbourne Rudolf Steiner School (MRSS) is an independent, co-educational, non-denominational school catering to students from Kindergarten to Year 12. Our school offers an inspired, modern education guided by the observations and insights of Austrian-born philosopher, scientist and educator Dr. Rudolf Steiner.

Established in 1972, MRSS was the first Steiner school in Melbourne and began life with a Kindergarten class of 11 children. Situated on nine hectares of native bushland, in the Eastern Melbourne suburb of Warranwood, the school encompasses a beautiful, welcoming campus of carefully considered, architecturally designed buildings and gardens that provide sanctuary and inspiration for our staff and students.

Our curriculum provides a balanced scientific-artistic education addressing the intellectual, social and practical capacities of our students. We offer an integrated Early Years program combining Kindergarten and Prep; a Primary Years program based on an artistic, imaginative exploration of the great world cultures and our own First Nations cultural traditions; and a Secondary Years program that balances our commitment to academic excellence with physical, social, intellectual and artistic development.

We are committed to providing an inclusive and respectful atmosphere, with dedicated teachers and staff committed to developing a cultural centre for students, families and the community.

OVERALL POSITION REQUIREMENTS/CAPABILITIES

Office Administration makes up a vital component of the day to day running of the school. This role requires exceptional organisational, written and verbal communication skills, as well as the ability to priorities tasks and meet deadlines. A positive, calm energy and ability to work both independently and collaboratively as part of the Office Administration team in a very busy office environment is essential.

- Willingness to support the ethos and values of the school.
- Conduct all communication with staff, students, parents and members of the school community and external entities in a professional and respectful manner.
- Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the school.
- The capacity to maintain accurate and complete records and effective administration and organisation of all activities related to the role.
- Demonstrated commitment to continuous improvement.

KEY RESPONSIBILITIES

MUSIC SECRETARY

- Creating and sending out forms to parents
- Allocating students to music teachers
- Creating class lists on engage
- Sending accounts for music requiring advance payment
- Managing band lists
- Managing music withdrawals and changes
- Communicating with music teachers/students/parents
- Taking minutes in music meetings
- Creating and maintaining Performing Arts Calendar
- Other music admin as it arises

COMPLIANCE

- Following up missing forms, ensuring data integrity
- Monitoring Engage data entry by parents
- Ensuring Operoo data entry by parents matches Engage
- Maintaining Immunisation Certificates from all kinder, primary students on Engage DMS
- Maintaining Walk Permission forms returned and entered on Engage
- ESafety declarations returned and entered on Engage (check signed by parents and students)
- Child Safety Modules and Attestations by staff collected and entered on spreadsheet.

POLICY AND DOCUMENT REVIEW MANAGEMENT

Overall management of all school policies, overseeing review processes, filing and updating across multiple platforms.

- All School Policies
- Curriculum Documents
- Staff Handbook / CRT Handbook
- Parent Handbook
- Secondary School Rules

OTHER ADMINISTRATIVE DUTIES AS REQUIRED WITHIN THE OFFICE

- Front desk support
- Answering phones
- Answer queries from parents and visitors
- Processing payments
- Assisting parents / staff / students with requests
- First Aid as required
- Student Support
- Phoning parents for collection of students
- Cover front desk in absence of front desk personnel (meetings, running errands, student attendance)

REQUIRES DATABASE FAMILIARITY or TRAINING WITH THE FOLLOWING PLATFORMS:

- Microsoft Word\Excel\Power Point
- Engage - School management system
- Operoo- School medical information system
- Google Docs
- Adobe InDesign (would be an advantage).

CONFIDENTIALITY & PROFESSIONAL CONDUCT

Members of the Office administration team must actively work towards strengthening parent and community confidence by working within professional guidelines and responsibilities at all times.

At all times consideration and awareness must be given to issues of sensitivity and confidentiality, and staff members must seek to maintain a good rapport with parents/guardians and the wider school community, and with appropriate duty of care toward colleagues and students.

RISK AND COMPLIANCE

- Ensure that work undertaken is done within the policy of Risk Management and WHS practices
- Meet the expectations for safety in the workplace and report potential risk.
- Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary.
- Report directly to the Child Safety Officer on any matters relating to child protection.
- Consistently adhere to school policies and procedures.