



# CHRYSALIS STEINER SCHOOL

educating the whole child

## Office Administration Role

**This is a position in the office of a busy and vibrant school. The position has emerged due to the departure of a long time valued staff member and in response to our school's growing needs.**

**The role will involve working in the following areas of school administration.**

- 1. Educational Matters (administration)**
  - Support organization for educational activities based away from school eg: class camps & excursions.
  - Implement camp support
  - Administer student reports
  - Assist with administering compliance and statutory matters eg WWC, NESAs etc
- 2. Educational Matters (staff)**
  - Support the Education Manager liaising with relief teachers
  - Assist with timetabling
- 3. School Pro (Software)**
  - Initiate effective use of software to support the administration of educational initiatives
- 4. First aid**
  - attend to injuries as required
- 5. Other**
  - A current working with children check is essential and prohibited persons may not apply
  - Second responder and answer phone in office as required
  - Administrative/organisational matters as directed by the Business and Education Manager
  - other duties falling within the scope of a level 2 Clerical Officer as required from time to time

If the above areas of work interest you and you possess the following personal qualities and skills or experience then we would be delighted to receive your application.

### ***Personal Qualities***

- 1. *A calm and mindful way of working***
- 2. *Engaging purposefully with children***
- 3. *Excellent interpersonal capability***

### ***Skills required:***

- 1. *Proven admin experience***
- 2. *Knowledge of and experience in office management systems and procedures***
- 3. *Excellent time management skills and ability to multi-task and prioritize work***
- 4. *Attention to detail and problem solving skills***
- 5. *Excellent written and verbal communication skills***
- 6. *Strong organizational and planning skills***

The hours of this position (Level 2 Clerical Officer) will be from Monday, Wednesday + Thursday from 9.30 – 4.30pm for up to 44 weeks of the year. The position will be responsible to and supervised by the Business Manager. Remuneration and conditions will be in accordance with the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017 – 2020.

Applications addressing the nine above listed qualities and skills are requested via email and must include 2 current referees (one personal and one professional).

**Applications will close on Friday 17<sup>th</sup> November at 5pm and interview will be held later in term 4.**

Further questions: Steve Klipin 6655 8616 or [business@chrysalis.nsw.edu.au](mailto:business@chrysalis.nsw.edu.au)