



# CHRYSALIS STEINER SCHOOL

educating the whole child

## Office Administration and Financial Data Entry (Start term 3)

This is a part time position ( 5 days per fortnight) in the office of a busy and vibrant school. The position has emerged in response to our school's growing needs. It will combine work days in finance and also as a regular 1 day per week role on the front desk.

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

### 1. Finance (administration)

- Data entry
- Filing
- Assist with administering compliance and statutory matters eg WWC, NESA etc

### 2. Front Desk

- Provide friendly and efficient customer service to all families/students, visitors and staff members
- Ensure mail and phone messages are dealt with accordingly.
- Ensure that an efficient handover occurs
- Maintain records of mail and phone messages received as appropriate

### 3. School Pro (Software)

- Initiate effective use of software to support the administration of educational initiatives

### 4. First aid

- A current first aid certificate is required and attend to first aid/injuries may be needed.

### 5. Other

- **A current working with children check is essential and prohibited persons may not apply**
- Administrative/organizational matters as directed by the Office Administrator or Business 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 and book keepinge 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 2.1 Clerical Officer) will be 5 days per fortnight. (Wed, Thursday, Friday and alternate weeks Thursday, Friday) 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 above listed qualities and skills are requested via email and must include 2 current referees (one personal and one professional). Further questions: Steve Klipin 6655 8616 or [business@chrysalis.nsw.edu.au](mailto:business@chrysalis.nsw.edu.au)

**Applications will close on Thursday 14 June at 9am, and interviews will be held later during term 2.**