



Administration Officer Role Description

About Arden Anglican School

Arden is a non-selective Anglican School providing a co-educational, Pre-School to Year 12 education. It seeks to attract, retain, and develop dedicated, highly effective, values-oriented staff for all positions. At Arden, we are committed to providing a positive work environment in which staff are valued and encouraged to develop professionally.

Arden is a Christian community centred on the good news of Jesus Christ. Arden's ethos is of high expectations and a commitment to academic and professional excellence. The School aims to attract and retain the best possible teachers and support staff, who are experts in their field and highly committed to the continuous improvement of their professional practice. The School's focus is to engage staff who have a passion for lifelong learning and believe in each student's unique value. Arden welcomes applications from people of faith who are committed to the Christian aims of the School.

Arden is committed to being a Child Safe organisation. All staff are required to help always maintain a child safe culture, and to act in every child's best interest and to keep them safe from harm. The School has zero tolerance for child abuse.

There is a strong collegial culture of mutual trust and support between staff and school leaders. All levels of governance are committed to embodying the Christian values of the School, and a culture of servant-minded leadership is fostered at all levels.

All staff must be committed to positive and caring relationships because they are important to successful student learning and the high level of family involvement that exists at Arden in all aspects of school life.

Our Vision and Mission

Vision

Arden strives to be an inspiring learning community that engages the mind, nurtures the spirit, and nourishes the body in a caring Christian environment.

Arden graduates are curious, courageous and compassionate men and women with an enduring passion for learning who transform the communities in which they live and work.

Mission

Centred on the Christian faith and finding joy in God, Arden provides an exceptional co-educational learning experience that nurtures the uniqueness of confident, capable global citizens.

Workplace Expectations

Professional Conduct

- ☐ Foster supportive positive professional relationships
- ☐ Demonstrate a sensitive and compassionate work ethic, underpinned by the Christian values of the School
- ☐ Demonstrate a duty of care to staff, students and visitors in relation to their physical and emotional wellbeing
- ☐ Undertake and comply with mandatory training and regulatory requirements as determined by the School
- ☐ Attend School meetings, as requested, including outside of usual work hours
- ☐ Participate in professional learning, as requested, including outside of usual work hours
- ☐ Any other duties and activities as required by the School Principal (or delegate)

Work Health & Safety (WHS)

- ☐ Participate in the development of a safe and healthy workplace
- ☐ Adhere to safe work procedures ensuring ongoing adherence to any instructions given for personal safety and health as well as that of others
- ☐ Remain familiar with emergency and evacuation procedures, including the location and use of emergency equipment (e.g. first aid kits, fire blankets)
- ☐ Report any injury, hazard or illness immediately in accordance with the School's policies and procedures

Child Safety

- ☐ Actively participate in the School's zero tolerance for child abuse and commitment to embedding Child Safety in approaches to daily work tasks and involvement in School approved activities
- ☐ Model a commitment to providing, so far as reasonably practicable, an environment in which students feel respected, valued and encouraged to reach their full potential
- ☐ Commit to understanding professional boundaries and the nuances of appropriate student and staff interactions in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) abuse, neglect, mistreatment and risk of harm

Privacy

- ☐ Commit to understanding the appropriate use, sharing, retention and destruction of personal information in the workplace
- ☐ Demonstrate an understanding of the need to report suspected (observed or perceived) data breach/es and misuse of personal information

Role classification

Staff are employed at a classification level and assigned to a role rather than appointed to a position. Staff may be re-assigned to other roles at the same classification over time, in line with organisation priorities and/or personal development plans.

The below is intended to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive or limiting list of responsibilities and expectations of the position. Any additional daily tasks are as advised by the Line Manager and are not identified in this Role Description.

The responsibilities, expectations and tasks relevant to this role may be varied at the Principal's discretion, to ensure the operational needs of the School are continually being met.

Professional Review

This Role Description in conjunction with any role specific task lists (if applicable) will be relied on as a framework for professional review.

Role	Administration Officer
Campus	Junior Beecroft
Department	School Support Staff
Line Manager	Junior Campus Administration Manager
Direct Reports	Nil
Industrial Instrument	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
FTE	0.83 (full-time 38 weeks term time plus 2 weeks non-term time)
Classification	Clerical and Administrative Staff Level 4
Qualifications	Certificate in office administration (preferred)
Compliances	☐ Valid NSW Working with Children Check Certificate ☐ First Aid [HLTAID012] [HLTAID011] ☐ CPR [HLTAID009] ☐ Child Protection and Child Safety ☐ WHS/Emergency Procedures eLearning (or equivalent)
Skills, Knowledge & Experience	☐ Minimum 3 years demonstrated administrative experience, preferably in a similar role ☐ Strong interpersonal skills and demonstrated ability to work autonomously and collaboratively ☐ Evidenced ability to communicate effectively with internal and external stakeholders ☐ Evidenced strong organisation and time management skills ☐ Demonstrated strong Microsoft 365 skills ☐ Willingness to learn and work with school specific software programs ☐ Experience with data management and reporting within a student management system (desired)
Role Profile	The Administration Officer will ☐ display a warm, welcoming, service-orientated professional manner ☐ provide outstanding service to students, staff, parents and visitors to the School ☐ work effectively and efficiently in an open work environment which experiences regular interruption ☐ be required to provide administrative support to other stakeholders at the discretion and direction of the Principal, or delegate, commensurate to their abilities ☐ maintain discretion and confidentiality at all times ☐ ensure student attendance and absences are accurately and appropriately recorded ☐ actively promote the safety and welfare of children and young people ☐ document Standard Administrative Procedures, consistent with the School's prescribed approach
Role Function	Members of the Administration Team are expected to support the administrative functions of the School at either Campus as directed. These administrative tasks may vary but are within the competencies of the Classification and Level of a Clerical and Administrative Staff member as per the Industrial Instrument.

Administration Officer

The Administration Officer, will support the smooth and effective functioning of the Junior Campus front desk by working collaboratively with the other team members by attending to the needs of students, parents and staff during busy periods throughout the day. This will include tasks such as, but not limited to:

- Receive incoming phone calls and visitors, ensuring that all visitors to the School follow the sign-in and sign-out procedures.
- Manage access to and from the School via the secure gate.
- Monitor student sign-in terminal and assist students checking in late/leaving early due to appointments, sickness, etc.
- Provide student care in response to individual needs, injury and/or illness.
- Record student attendance to Sick Bay in Synergetic, and coordinate the timely completion of Accident/Incident reports as required.
- In the absence of the Student Services Administrator, monitor and process absence forms via Laserfiche, and attendance and absences through Synergetic.
- Provide cover for the Student Services Administrator during scheduled breaks and absences.

Student attendance and records

- In consultation with the JC Administration Manager, monitor and improve the quality of Junior Campus student data.

General Administrative Tasks

- Provide exceptional customer service in an open work area.
- Support all administrative aspects of Junior Campus Professional Development applications.
- Administer the Schoolbox Calendar for Junior Campus by creating entries for student, staff and community activities.
- Provide administrative support as requested by the Director of Teaching & Learning, the JC Administration Manager, and the Heads of Upper and Lower Primary, such as:
 - creating, sending and saving correspondence eg for Learning Support programs
 - co-ordinating the communication for termly Values Awards
 - ordering staff catering for Parent-Teacher interviews, and
 - creating book labels for lower primary students and certificates for students as required.
- Draft weekly campus communications and staff briefing notes.
- Undertake project work as briefed by the JC Administration Manager.
- Support Junior Campus events as required.
- Write up Standard Administrative Procedures (SAPs) for Administration tasks.
- Assist staff with Alii including via the creation of Purchase Orders.