



Position Description

TITLE Senior Administration Officer
EMPLOYMENT CONDITIONS Part-Time (0.8 FTE) - 12 Months

PRIMARY PURPOSE

The primary purpose of the position is to lead the operational objectives of the school through effective and efficient management of key functions such as Compliance, Finance, Human Resources, Enrolments and Workplace Health and Safety.

POSITION OBJECTIVES

The Primary Objective:

To deliver high level management of the operational components of the school, including but not limited to Administration, Finance, Property Maintenance, Information Systems, Health and Safety and Governance.

Other Objectives:

To ensure that all resources are utilised in support of the school's learning and strategic objectives through well governed project and contractor management, planning and communication practices.

To ensure the provision of exceptional service delivery of the school through the adoption of continuous improvement and best practice principles.

To provide professional leadership and management of school support staff.

To conduct general administrative duties and other tasks to support the school where requested.

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ROLES AND RESPONSIBILITIES

Finance and Compliance:

- Oversee and Quality Assure (and, where necessary, assist) in the completion of finance administration functions such as, but not limited to, debt collection (over 30 days), payroll, creditors and general ledger.
- Work with the Co-Principals to prepare an annual budget and 5-year financial plan for adoption by the school Management Committee.
- Monitor staffing budgets and alert the Co-Principals to any significant or ongoing deviances.
- Monitor actual vs budgeted expenditure and report any significant or ongoing deviances to the Co-Principal.
- Provide ongoing budgetary information to the Co-Principal, including revisions to expenditure in response to significant or unforeseen developments.
- Identify improvements and provide supporting oversight of financial processes to protect against fraudulent activities.
- Ensure that there are effective financial management processes in place and that these are reviewed regularly.
- Assist with the preparation of the school's financial statements for approval of the Co-Principal and Management Committee.
- Liaise with the auditor to provide information requested.
- Monitor and review enrolment and attendance data required by regulatory bodies prior to submission to the Commonwealth and State Government by the Co-Principal.
- Prepare Financial Questionnaire.
- Review monthly BAS Statements.

Administration Management:

- Manage the school administrative support function and all (non-classroom) support staff in such a way that enables all team members to conduct their duties to a high level.
- Design and maintain administrative processes that implement strategies in the school's strategic plan.
- Review administrative systems to streamline processes and maximise efficiency, including office procedures, fee payments and record keeping.
- Keep up to date with best practise in school administration and identify improvements to school systems.
- Provide information to the Co-Principals on administrative matters.
- Manage the passenger transport systems, including such things as driver status compliance and requirements, vehicle maintenance and legal compliances.
- Ensure that student information systems are relevant, up to date and reconciled across platforms.
- Ensure that school communication platforms enable communication to families that is accurate, accessible and timely.

Enrolments and Enquiries

- Ensure all student enrolment records and attendance management systems comply with statutory requirements.
- Manage the Enquiry and Waitlist process, make recommendations and prepare reports for Co-Principal and Management Committee where required.
- Administer enquiry and waitlist communication in consultation with Co-Principals.
- Oversee student entrance and exit processes and ensure information is relevant and up to date.

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Human Resource Management:

- Provide relevant and accurate Industrial and HR advice to Co-Principals and Management Committee in a timely and effective manner
- Manage recruitment, on-boarding, induction, performance management, and professional development for all general staff.
- Working with the Co-Principals, lead and manage on personnel matters relating to all staff. This includes but is not limited to:
 - Advising on assessment of salaries, expenses, sickness and maternity procedures, redundancy and other personnel related matters.
 - Conducting performance reviews and performance management where appropriate.
 - Maintenance of confidential staff records.
 - Ensuring that policies comply with all legislation concerning employment protection, equal pay, sex, race and disability discrimination.
- Manage recruitment, induction, performance management, and professional development for teachers and general staff in line with Child Safety and other school policies.
- Identify and make recommendations for professional development for general staff.
- Maintain position descriptions for all staff.
- Ensure all staff have a clear understanding of, and access to the school's policies and procedures and ensure that these are being followed appropriately.
- Ensure the exit of staff process is completed in accordance with due process and entered into school systems and archive records in a timely and accurate manner.
- Monitor training and qualification compliance for staff and volunteers.
- Manage the school's volunteer process and coordinate with the Property Manager and Administration Assistant to prepare school working bees and other volunteer events and task allocation.
- Ensure all volunteers are adequately inducted into relevant school policies and procedures and hold required approvals e.g. Working with Vulnerable People certification.

Information Systems and ICT Management

In liaison with the IT Officer:

- Approve changes or upgrades to school information management, record keeping and communication systems, in consultation with the Co-Principals.
- Review staff needs in relation to school ICT systems or programs.
- Ensure resources, support and training are available for staff to fully engage with the school's ICT systems.
- Ensure communication across school platforms is up to date and consistent.

Facility Management and Development

In liaison with Property Manager:

- Conduct audits of facilities in accordance with legislative requirements and school policy, and ensure compliance in this area.
- Update and oversee the maintenance plan prior to its implementation.
- Oversee the implementation of the maintenance plan and reactive tasks for the school's buildings and grounds.
- Ensure ancillary services, such as cleaning, are monitored and managed effectively and high standards are achieved.
- Support teachers by undertaking administrative aspects of the student cleaning system
- Oversee the school asset register and disposal of goods no longer fit for purpose
- Oversee the procurement of all furniture, fixtures and fittings.
- Oversee contracts, tenders and agreements as appropriate.

Work, Health and Safety

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- Provide monthly reports to the Management Committee on Work, Health and Safety statistics.
- Attend Work Health and Safety meetings provided from time to time by Independent Schools Tasmania and other state bodies.
- Ensure the school's WHS documents and policies are clearly communicated and accessible to all.
- Ensure the health and safety policy is implemented and reviewed as set out in the policy
- Ensure systems are in place to enable the identification and reporting of hazards and incidents.
- Ensure that risk assessments are completed in line with policy.
- Review health and safety recommendations and ensure that these are implemented in a timely manner
- Monitor electronic records of recordable incidents and advise the Co-Principals if these aren't being maintained, as per school policies.
- Review and sign off on school risk assessments in consultation with the Co-Principals.

Governance and Planning:

- Lead the drafting of new policies and procedures for consideration and adoption by the Management Committee.
- Contribute to planning for long term capital works projects.
- Support the Co-Principals to report on progress of strategic plan implementation and relevant school operational items.
- Contribute information for the school's Annual Report, as required.
- Where appropriate, conduct administration duties related to the Management Committee, such as external reporting, record keeping and committee member onboarding/exit process.

EMPLOYEE RESPONSIBILITIES

- Promote a positive image within the community.
- General standard of personal behaviour consistent with the school's Code of Conduct.
- Compliance with the school's policies and procedures.
- Outcomes and performance that are consistent with the aims, objectives and ethos of the school
- Work harmoniously within a team environment

ORGANISATIONAL RELATIONSHIPS

Responsible to:	School Co-Principals
Supervises:	Administration Assistant Property Manager, IT Officer
Internal Liaisons:	Teaching, general staff and volunteers
External Liaisons:	Parents and Guardians, Dept of Education (State and Commonwealth), Independent Schools Tasmania, and Contractors

PROFESSIONAL REQUIREMENTS/SELECTION CRITERIA

- Bachelor of Business/Management, Accounting, Commerce, Economics or relevant tertiary study/qualification (desirable)
- Demonstrated experience in a number, if not all elements of the position
- Demonstrated financial acumen and or specific knowledge of contemporary financial management
- Demonstrated ability to influence and affect change in a positive manner.

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- Demonstrated leadership of individuals and teams with proven strategic and operational leadership in a relevant profession
- Demonstrated ability to manage a multiplicity of tasks, functions and projects
- Advanced interpersonal and communication skills, both written and verbal.
- Ability to establish sustainable working relationships with students, parents, staff and the wider community.
- Advanced organisational skills and ability to work in a proactive, resourceful and efficient manner.
- An understanding of, and the ability to, retain the sensitive and confidential nature of matters relating to the role
- Demonstrated experience in commitment to organisational philosophies and values.

MULTISKILLING

The Co-Principals may direct an employee to carry out such duties as are within the limits of the employee’s skill, competence and training, provided such duties do not promote a narrowing of the employee’s skill base.

Occupant _____

Date of Occupation _____

Signature of Occupant _____

Co-Principal _____

Signature of Co-Principal _____

Date _____