

## **Junior Administration Assistant Duty Statement**

Atlantis Beach Baptist College seeks to employ a Christian Junior Administration Assistant with exceptional IT skills. The College expects that all staff will at all times demonstrate the highest possible professional, Christian and ethical standards whilst employed in the ministry of the college.

All staff must follow and implement relevant college policies and procedures. English must be spoken at all times.

### **Duties and responsibilities of the Junior Administration Assistant**

#### **Specific**

- As the first point of contact in the college office, be positive and friendly with all students, staff and visitors
- Process IT queries from students and staff
- Troubleshoot basic IT issues
- Follow up IT queries with support team and external companies
- Process daily attendance
- Update and file all registers and logs
- Scan and file weekly Kindy roster
- Make up enrolment packs, ensuring there is always a good supply available
- Replenish contents of pigeon holes
- Purchase weekly shopping and collect the mail
- Check lost property regularly and send out notices to parents
- Assist with college publications
- Assist with uniform sales

#### **General**

- Answer phone calls and take clear messages if needed, ensuring the message is passed on in a timely manner
- Deal with queries from parents, students and visitors
- Administer first aid to students
- Take EFTPOS and cash payments
- Ensure visitors sign in and wear a visitor badge
- Ensure parents sign children in and out
- Accompany parents and/or children to classroom if they arrive late or leave early
- Ensure the front office and sick bay are clean, tidy and neat at all times
- Clean and tidy the kitchen when necessary

#### **Additional duties as requested including, but not limited to**

- Provide administrative support to college staff and management
- Assist with enrolments

#### **Other**

- The Junior Administration Assistant reports primarily to the office manager, who in turn reports to the college management team
- Attend college functions, events and meetings in and out of school hours and undertake duties related to their role in the college
- Maintain and uphold the college's high standards of behavior and work standards
- Fulfill all duty of care obligations to students under their supervision/care, ensuring the highest possible standards of health and safety are put into practice
- Endeavour at all times to demonstrate the college's values in attitude and practice
- Maintain a personal Christian faith
- Support and contribute to the Christian ethos of the college
- Seek to resolve differences constructively