

Administration Assistant (Enrolments) Duty Statement (0.6FTE)

Atlantis Beach Baptist College seeks to employ a Christian suitably qualified administration assistant and enrolments officer to cover maternity leave. 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 and English must be spoken at all times.

Duties and responsibilities of the Administration Assistant (Enrolments) 0.6FTE

Specific

- As the first point of contact in the college office, be positive and friendly with all students, staff and visitors
- Manage and monitor daily attendance
- Manage data entry for all potential new students
- Process enrolment applications, including entering data onto SchoolPro and SEQTA
- Ensure permission and medical forms are current
- Update details in emergency box
- Create files for new students
- Manage excursion forms and provide updated medical and emergency details
- Oversee school canteen service
- Assist with parent communications, including composing letters, sending emails and text messages
- Reconcile EFTPOS transactions

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
- Check lost property regularly and send out notices twice a term
- 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

- Assisting with uniform sales
- Providing additional administrative support to college staff and management

Other

- The Receptionist/Administrative 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
- 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 as a practicing Christian.
- Support and contribute to the Christian ethos of the college
- Seek to resolve differences constructively