



Join our team as our next Administration Officer | Full-time.

Are you ready to bring your administrative expertise to a school community committed to fostering creativity, imagination, and lifelong learning?

Join us and work in a holistic education setting in an established Steiner School, offering Early Childhood learning, Primary and Middle School Steiner Education. Our school is situated on Arrernte country, 10-minutes from the township of Mparntwe | Alice Springs.

The Administration Officer plays a pivotal role in the smooth running of the school office. Upholding the highest standards of customer service, the Administration Officer displays and maintains a high level of integrity and trust. They promote a culture of mutual respect and encouragement, and work with others in a professional, ethical, and co-operative manner.

The Administration Officer is recognised as very organised and have high standards. They strive to improve their own practice and to make efficiencies in the school setting. The Administration Officer reports to the principal and works collaboratively in a team environment closely with the Finance Manager, Marketing Manager and Business Support Officer.

Responsible to:	Principal
Position Type:	Permanent Full time – probationary period (6 months)
Start date:	15 th of July 2024
Salary:	\$68,589 - \$84,066 (salary sacrifice + leave loading)
Relocation:	A relocation allowance is offered if from outside of the NT

This position provides a high-quality front-line reception service to families, staff, and visitors, as well as providing an efficient and effective administration support to the school. You should possess excellent communication skills and team-oriented attributes, be well organised and able to exercise judgment, set priorities and schedule work to meet deadlines.

Specific Duties & Responsibilities

- Provide a professional reception service to the school which includes:
 - Receive all visitors to the school and direct as required, ensuring visitor procedures are met.
 - Answer and manage all incoming telephone calls and messages in a timely manner.

- Receipting of over-the-counter sales, fee payments and other cash handling events as and when required.
- Coordinate and deliver student semester reports: provide the timeline and ensure formatting and delivery of school reports via FACTS and email.
- Collate, produce, and distribute a digital fortnightly school iNewsletter.
- Maintain student records, including database input and management.
- Assist with prospective enrolments - school tours, student applications and enrolment procedures using Enquiry Tracker.
- Provide student first aid and well-being support as needed.
- General clerical duties and other duties as required - Data entry, filing and archiving and reporting as required.
- Maintain and operate a variety of office equipment and telecommunications, including EFTPOS.
- Manage and assist with approved staff and teacher requests.
- General housekeeping of the office & sick bay
- Co-ordinate the annual school photograph process.
- Create and implement efficient office procedures in consultation with management.
- Back-up support to the Business Support Officer

Selection Criteria

Essential

- Previous experience in reception and/or administrative roles.
- Proficient with the Microsoft Office, FACTS and iNewsletter
- Professional oral and written communication skills
- An ability to maintain a professional attitude to all aspects of the work.
- Understanding of confidentiality and ability to recognise and deal appropriately with sensitive issues.
- A positive and professional attitude in supporting school children's needs.
- Strong organisational skills and a capacity to prioritise workload - a high level of accuracy and attention to detail is needed in this role.
- Ability to work in a high-pressure environment under general direction, showing initiative and motivation, within established guidelines.
- We are a small team so you will need to be flexible within the role.
- Own vehicle (we are located 10-minutes from the township of Alice Springs)

Highly Desirable

- Familiarity with the operations of a Steiner school or other educational institution.
- An appropriate service industry or administrative qualification.

- Database input/maintenance experience.

Other Requirements:

- Current Working with Children Card (Ochre Card)
- National Police Check (current)
- First Aid Certificate / CPR (current)
- NT Drivers licence

Applications close Friday the 19th of April 2024.

To apply, please send the following to: financemanager@alicesteiner.nt.edu.au.

1. A Cover Letter
2. A CV.
3. The names, positions, and telephone contact numbers for at least three referees who can comment on your suitability for this position, including one referee from your previous or current place of employment.

If you would like to know more information about the job or our school, please visit alicesteiner.nt.edu.au or email Finance Manager Ellen Martin - financemanager@alicesteiner.nt.edu.au