

Administration Officer – Administrative Assistance Enhancement Program (A02)

Expression of Interest

Permanent Part-time.

St George State High School is seeking a motivated Administration Officer for 39.5 hours per fortnight permanent part-time.

Duties may include but not be limited to:

- **Perform** a variety of day to day administrative and support services that are routine in nature and directed by the Principal or the Business Manager
- **Undertake** routine activities including reception (telephone and counter enquiries), arranging appointments, correspondence and general administration, and processing incoming and outgoing mail and email
- Undertake routine activities including reception (telephone and counter enquiries), arranging appointments, correspondence and general administration, maintaining school records, such as incident reports, student admissions, enrolments and departures, processing incoming and outgoing mail and email, and once approved, ordering and arranging student transport for sport excursions, trips and other school activities
- **Prepare** fortnightly newsletters
- Prepare minutes of meetings, policy documents, reports, forms, newsletters, prospectuses, memorandums, examination papers, class notes and school Annual Reports. Draft, check correspondence, with guidance from the Principal or Business Manager concerning correspondence of a non-routine nature.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Manager.

Skills required:

- Ability to quickly acquire knowledge and understanding of school operations, standards and work processes
- Word processing and spreadsheet experience, and ability to use enterprise systems and web based applications.
- Ability to communicate with empathy and influence in order to address problems and obtain cooperation and assistance in meeting required objectives
- Proven ability to work independently, achieving quality work outcomes

Applicants should forward the following:

- A brief resume including two current referees (one of whom is your current supervisor)
- maximum two page written response outlining your suitability for the role under 'How you will be assessed with reference to duties (listed in the attached role description)
- **Address for forwarding details is as follows:**

ST GEORGE STATE HIGH SCHOOL

2 Victoria Street St George Qld 4487
PO Box 209 St George Qld 4487
Telephone (07) 4620 8222
Email: admin@stgeorgeshs.qld.edu.au



PRIVATE AND CONFIDENTIAL

Business Services Manager

St George State High School

PO Box 209

ST GEORGE QLD 4487 Or by email: bsm@stgeorgeshs.eq.edu.au

Application Closing Date: 22nd June 2020, 3pm

Vacancy Reference: 2020STG02