



Position Description Office Manager

1. POSITION SUMMARY

- | | |
|---------------------|--|
| 1.1. POSITION TITLE | Office Manager |
| 1.2. AWARD | Educational Services (Schools) General Staff Award 2010 |
| 1.3. RESPONSIBLE TO | Principal |
| 1.4. REPORT TO | Business Manager |
| 1.5. QUALIFICATIONS | Extensive experience in administration and modern management practices and procedures.
Highly developed computer skills including MS Office and Data Base programs.
The ability to deal with complex government reporting, regulations and deadlines.
The ability to implement policy directives. |

2. PERSONAL ATTRIBUTES

- 2.1. The character, disposition, ability and desire to support and maintain the Christian ethos of the College.
- 2.2. Demonstration of a dynamic Christian faith, a unity of purpose and loyalty to staff.
- 2.3. Adherence to the policies and procedures of the College.
- 2.4. Effective leadership of a multi-disciplinary administrative team in a busy office environment.
- 2.5. Ability to provide excellent and effective support to teaching staff, students and parents / guardians.
- 2.6. Ability to establish and maintain good relationships with teaching staff, other administrative team members, students and parents, recognising the contribution each member makes to the College.
- 2.7. Ability to maintain a professional demeanour and appearance that is appropriate to the College setting and in accordance with the approved dress code.

3. POSITION OBJECTIVES

- 3.1. Lead and manage the Administration Team in presenting a highly professional, welcoming and helpful service that clearly demonstrates the love of Christ as a witness to all the members of the College community.
- 3.2. Support and work collaboratively with the Business Manager on broad planning and management matters as required from time to time.
- 3.3. Assist and work collaboratively and effectively as part of a team with the Principal, senior staff, teachers and administration staff.
- 3.4. Communicate effectively with persons of all ages and from a wide variety of cultural and economic backgrounds.
- 3.5. Bring a problem solving approach to all issues.
- 3.6. Maintain a high level of professional excellence, confidentiality and discretion.
- 3.7. Effectively plan and manage the various administrative projects and procedures, meeting long term and daily deadlines and ensuring quality control of outcomes.

Position Description Office Manager

4. KEY RESPONSIBILITIES

- 4.1. Oversight of the day-to-day operations of the Administration Team including their morale, spiritual well-being and professional development
- 4.2. Attend to specific enquiries from parents, visitors and students.
- 4.3. Supervise the preparation and issue of general school information documents, including book and stationery lists, school productions and performances, Open Days, School-at-Work events and other special functions, as required.
- 4.4. Supervise the preparation of examination documentation and general office typing.
- 4.5. Oversee the coordination of the First Aid Office and services provided by the College.
- 4.6. Review and develop office systems and procedures in conjunction with the Business Manager.
- 4.7. Coordinate staff involved in the receipt and distribution of all incoming and outgoing mail and deliveries, and monitor correspondence to College families.
- 4.8. Ensure the integrity of data and operation of the College family / student management system.
- 4.9. Maintain a thorough knowledge of emergency procedures.

5. TASKS

See Appendix A.

6. PERFORMANCE APPRAISAL

Annual performance appraisal is carried out in consultation with the Business Manager and Principal.

7. CONFIDENTIALITY

The Office Manager must maintain a strict confidentiality with reference to all matters relating to students and staff within and outside the College, in accordance with the provisions of the Privacy Act 1988.

8. HEALTH AND SAFETY

The Office Manager is required to take all reasonable care to ensure personal safety and the safety of others who may be affected by acts or omissions of employees in the work place. (Occupational Health and Safety Act, Clause 25.)

9. QUALITY ASSURANCE

The Office Manager is required to participate with the College in any quality assurance programs from time-to-time and to encourage excellence of care and cost containment within their area of responsibility.

10. SPECIAL REQUIREMENTS

Attend College Open Days and all other College-public and after hours functions as requested by the Principal (such as Staff Dedication Services and Presentation Evenings).

Position Description Office Manager

APPENDIX A

OFFICE MANAGER TASKS

Administration – Senior School and General School

- Book and stationery lists
- Camps
- Certificates
- Events (City Cite, formals, musicals, Open Day, Presentation Evening, etc.)
- Exams
- Excursions
- Information evenings
- Letters
- Naplan
- Orientations
- Parent-Teacher interviews
- Permissions system (e.g. 'Consent2Go')
- Work experience

Attendance

- Oversee and back-up role of Attendance Officer

Budget

- Prepare and manage administration and general office operating budget

Class lists

- Assist Registrar with entering class lists each year
- Keep tick lists and form lists updated

Correspondence

- Coordinate the receipt and distribution of all incoming and outgoing mail and deliveries
- Monitor correspondence going to all families
- Redistribute office@oxley emails to relative staff
- Send frequent bulk SMS / emails
- Resolve email bounce-backs

Court Orders

- Ensure accurate information relating to various orders and the safety of students is collected, recorded and communicated to relevant staff members
- Create and update student alerts

Daily Organiser for non-teaching staff

- Daily reporting to payroll confirming staff absence
- Monitoring of time-in-lieu records and leave records

Devotions

- Facilitate administration staff devotions each week
- Prepare devotions roster

Emergency Management

- Communications Officer
- Check weekly weather report
- Keep administration staff emergency information up-to-date

Position Description

Office Manager

Extra-curricular Activities

- Record and display detailed lists of events happening before and after school hours
- Advise Head of Maintenance and Cleaner

First Aid

- Coordinate the First Aid services provided by the College
- Ensure training of administration staff is up-to-date

International Student Emergency Phone

- Distribute emergency folder to rostered staff
- Divert phone to staff mobiles
- Rostered on call for 8 weeks per year

Message Media

- Update weekly for use in emergency situations

Office Staff

- Oversee day to day operations of the administrative team, including their morale and spiritual well-being
- Organise staff birthday morning tea, birthday buddy, birthday card
- Manage relief staff and fill-in other roles when needed
- Prepare leave roster
- Professional development

Office Systems

- Attend to ongoing review and development of office systems and procedures

Parents

- Attend to specific and general enquiries

Parent Portal

- Upload and keep the Web portal up-to-date with all relevant data
- Inform new families of the access and procedures around the parent portal

Photocopying

- Coordinate the receipt and distribution of all incoming and outgoing photocopying
- Monitor usage and productivity

Phones

- Manage software and hardware troubleshooting
- Staff phone list
- Monitor and authorize payment of monthly bills

Policies

- Assist Business Manager with writing policies in relation to office procedures

Purchasing

- Supervise purchase requirements within approved budgets, including authorisation of purchase orders
- Order student locks, diaries, office furniture, etc., as required

PRISMS

- Update international student data

Position Description Office Manager

Reception

Cover Visitor's Reception when needed

School at Work

Assist on registration table

Staff Induction/Leaving

Inform new staff of office procedures

Distribute and keep record of staff key allocations

Collect keys / lanyards from departing staff

Staff PD information

Enter data into Synergetic

Students

Attend to general enquiries

Collect and update contact and medical information

Student Files

Filing of all student data, correspondence, reports etc.

Archive past student files

File audit each term break, ensure family sticker on file

Ensure confidentiality is maintained

Ensure family sticker is on family files with same surnames

Ensure up to date, relevant information is on file

Student Transfer Notes Synergetic

Maintain the input of student data and operations

The Vine newsletter

Collate articles and photos

Distribute newsletter to parents, homestay parents, staff and students

Visitors

Attend to general enquiries when required

Website

Update calendar