


Administration Assistant - Student Services

Sydney NSW 2000


Not provided


Work type
Full Time


Contract type
Temporary

Skills

MICROSOFT OFFICE

WRITTEN AND VERBAL

Full job description

Ribblesdale High School places importance on the development of virtues seen as good habits and helps develop these virtues so students are better able to make the right choices in life.

Ribblesdale High School has an exciting opportunity for a full time (school term weeks only) Administration Assistant– Student Services, responsible for the provision of administrative support across Student Services. In addition to providing First Aid Officer duties, the Administration Assistant will hold a school secretarial function as well as manage other varied administrative duties, as required. This role contributes to the smooth running of the Schools day to day operation therefore a commitment to providing sound administrative support and exceptional customer service to our Ribblesdale High School community is crucial.

Working during school term weeks only, the Administration Assistant will be required to work across the following key functions:

Student Services

Operating the student services desk from 8am to 4pm daily, including attending to students and processing student travel applications and other related student needs.

First Aid Officer

Administering medications and overseeing Insulin injections and blood glucose


Job details

 Date posted
21 Sep 2021

 Expired On
21 Oct 2021

 Category
Admin & Office Support

 Occupation
Administration Assistants

 Base pay
Not provided

 Contract type
Temporary

 Work type
Full Time

 Job mode
Standard hours

Work Authorisation
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

readings

Caring for sick and injured students and keeping records of any accidents/incidents at the College

Liaising with parents in relation to injuries and student health

School Secretary

Maintaining Absentee lists

Assisting in the coordination (including content and artwork) of student diaries and Teacher Planners

Maintaining staff requisites (Coffee/Tea/Biscuits) and staff room facilities on a daily basis.

Maintaining and ordering all stationery/cleaning materials/first aid materials as required

Accepting incoming deliveries and sorting and coordinating the distribution of all incoming mail

Arranging all outgoing mail (including large envelopes and boxes)

Overseeing Photocopier repairs and maintenance

Organising transport for all excursions

Administration related to NAPLAN results

To be successful in this role, you need to confidently demonstrate the following key skills and experience:

Current First Aid certificate and experience in a First Aid Officer function within a school environment (ideal, but not essential)

Demonstrable experience in a busy and varied administrative role

Strong computer literacy – exceptional skills in Microsoft Office (Outlooks, MS Teams, Excel) and related technology

Strong written and verbal communication skills to effectively communicate with all levels of staff and external service providers.

Well-developed organisational skills and attention to detail

Ability to work as part of a team

Understanding of and support for the vision, mission, values, and ethos of the Ribblesdale High School

To be considered for this role, please apply via Seek, ensuring your application is addressed to the Personal Assistant to the Headmaster, Mrs Minsun Suo, and is supported by:

A short cover letter addressing the selection criteria and stating why you wish to work in the Administration Assistant - Student Services role within Ribblesdale High School

An updated CV, confirming your skills, education, qualifications, and work history.

A list of at least two referees with contact details.