



Job Description

Title:	Student Services / Administration Assistant (Primary School)
Reports to:	Primary School Principal
Working Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Deputy Principals • School Nurse • Primary School Office Team <p>External:</p> <ul style="list-style-type: none"> • Suppliers • 1st Aid Provider
Current FTE:	1.0
Workdays/hours:	Monday to Friday / 8am to 4pm
Job Summary	
<p>The key role of this position is to ensure the wellbeing of students, provide administrative support to the Deputy Principal Student Services, and work in cooperation with others in the Primary School Office Team to serve the best interests of the School and its students.</p>	
Qualifications / Work Experience	
<ul style="list-style-type: none"> • Relevant experience in administrative role Desirable: experience in educational setting and/or student services • Working with Children Check • 1st Aid Certificate • High School Diploma or equivalent Desirable: Tertiary qualification in business administration or related field 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> • Empathy with students and their parents • Excellent organisational and problem-solving skills • Outstanding communication and interpersonal skills and the ability to liaise with students, staff, parents and the community • Proficient in Microsoft applications. Desirable: school systems such as TASS & SEQTA • Ability to maintain confidentiality and to demonstrate initiative • Ability to work in a team and individually • Attention to detail • Willingness to uphold and live the Mission, Vision and Christian values of Mandurah Baptist College 	
Key Result Areas	
<ul style="list-style-type: none"> • Student health, care and well-being • Communication to parents/families in conjunction with the Deputy Student Services • First-aid • Data-entry – for first-aid, incidents/accidents, student behavioural records • Administrative duties • Lost property • Office team - support and contribution 	
Key Tasks & Responsibilities	
<p>1. Student health, care and well-being</p> <ul style="list-style-type: none"> • Attend to sickbay, assisting students in their needs, liaising and communicating with parents/guardians when students need picking up or obtaining permission to administer medication. Keep records of sickbay visits, medications administered. 	

<ul style="list-style-type: none"> • Administer and record daily medications such as Ritalin (locked away securely), informing parents / guardians when medication is running low and needs to be restocked and therefore ensuring students' needs are met. • Weekly washing of sickbay bedding and staffroom tea towels. • Ensure ice packs are stocked and ready for use. • Recording incident reports (in Tickit) and or follow-ups required. • Assist students who don't have lunch and or recess – Contacting parents / guardians, canteen, pickup lunches for students from canteen if it is getting too late, taking lunches to students who forgot that they had lunch orders, ensuring all students had something to eat. • Assist with maintenance emergencies such as blocked/messy toilets, running taps, lights not working, etc. – First try to see if I can rectify the problem myself, if not inform maintenance staff and Deputy Principal/Principal, therefor ensuring student health and welfare are met.
<p>2. Communication to parents/families in conjunction with the Deputy Student Services</p> <ul style="list-style-type: none"> • Enquire with new parents/guardians on medical conditions of new students to ensure we are able to provide the best possible care. • Compile and distribute letters, informing families of special needs of students in specific year Levels/classes to create awareness for allergies, etc. (nuts, eggs, etc.) • Inform parents/guardians regarding yellow ribbons for students with Medical Action Plans and supply ribbons and information leaflets. • Ensure EpiPen's are in date – informing parents close to expiry dates and follow-up on new EpiPen's. Record new expiry dates • Record keeping and letters to parents/guardians with regards to behaviour management– Infringements/Send Outs/Suspensions/Warnings and Merits. Informing parents of such when requested by the Principal. Compiling stats and graphs for Deputy Principal every Term.
<p>3. First Aid</p> <ul style="list-style-type: none"> • Ensure first aid bags are ready and equipped for excursions. Have first aid bags ready for Teachers to take with on excursions. • Ensure classroom first aid boxes and Teacher's duty bags are equipped with the necessary items and items are in date. • Order/Buy of all first aid products and supplies are sufficient and all in date, this include medications such as Ventolin, Spacers, Claratyne, band aids, bandages, etc. • Keep record of first aid training and certificates, ensuring that staff in high risk areas are trained and first aid training certificates are current and in date. Arranging for first aid training (individual & group training) and liaising with Deputy Principals and Principal to identify staff that will require training. • Arrange for Asthma and EpiPen refresher training with the School Nurse and Asthma WA.
<p>4. Student Mobile Devices</p> <ul style="list-style-type: none"> • Create mobile devices books for each Term and attend to sign in and sign out of mobile devices every morning and afternoon. Safe keeping of devices during school hours.
<p>5.. Student Safety & security</p> <ul style="list-style-type: none"> • Open and lock various gates before and after school. • Pickup cones from kiss and go area each afternoon when the bell goes. Assist with putting out cones when the traffic warden isn't at school. • Assist Deputy Principal/Principal with student welfare such as locating students and keeping them safe.
<p>6. Data-entry, Reporting and record keeping</p> <ul style="list-style-type: none"> • General maintenance of student files and reports • Open sickbay and medication administration books (sickbay, Kindy & Pre-Primary) and add pages to book during Terms.

<ul style="list-style-type: none"> • Authority to Pick Up and Drop Off Forms for Kindy to Year 3 – Copy forms for Teachers to distribute to families, copy completed forms for classroom Teachers, keep office files updated. • Year 6 Camp - Compile spreadsheet with medications, dates, times, instructions and permission slips to go with and to assist staff to safely administer medication. • Capture of data on TASS (address and information received from annual forms sent to families) • Update notes on SEQTA and TASS with parents/guardians' requests and instructions. • Add current Medical Action Plans of Year 6 students to their files, ready to go to the Senior School for the start of Year 7. • Compile and maintain merit letter spreadsheet, ready for mail merge. • Reminder e-mails to Teachers, compiling reading lists for Principals and House Captains, preparing certificates, obtaining signatures, laminating certificates and ensuring they are ready and in order for handout. • Archiving of documentation at the end of each Term.
<p>7. Carry out administrative duties such as typing, printing, copying, binding, scanning, distributing:</p> <ul style="list-style-type: none"> • behavioural notes • bus lists • sickbay slips • authority to pickup & drop off forms • student movement slips • peer mediator cards • Certificates for fortnightly Assemblies/Year 6 graduation/End of Year Awards
<p>8. Order/ Purchase:</p> <ul style="list-style-type: none"> • Smart Rider card for students • Stationery and other supplies (hairbands, underwear) • end of term prizes
<p>9. Assist Deputy Principal with</p> <ul style="list-style-type: none"> • Sports Events/Carnivals (House & Interschool Events) – Compiling spreadsheets, recording names, results, etc. • House Captain Elections – Compiling ballot papers, get boxes ready, counting votes, etc.
<p>10. Rosters and Relief</p> <ul style="list-style-type: none"> • Ensure rosters are visible and available to staff. Copy, laminate, display and distribute fixed and rotating rosters • Have a daily look at the relief book, ensuring that all duties are covered, especially the before and after school duties that can't be covered by relief staff. Send request to Teachers for assistance and remind staff to do swaps (if going on PD's, or if a staff falls sick overnight)
<p>11. Manage lost property – Go through boxes regularly, distribute items with names on, and donate unclaimed items to the Uniform Shops at the end of each Term.</p>
<p>12. Assist in daily office needs and provide support when required to:</p> <ul style="list-style-type: none"> • Principal's PA • Reception • Staff PD lunches, Open Day
<p>13. Ensure compliance with MBC values, policies and standards.</p>
<p>14. Follow reasonable directions in relation to Work Health and Safety.</p>
<p>15. Any other duties as directed.</p>