

Role Summary

Position: Office Manager

Responsible to: Director of Finance and Operations

Job Purpose: The primary function of the Office Manager is to ensure the College Administration provided an effective and efficient service to staff, students, parents and community members and to manage Attendance, Student Services, Reception and Sick Bay.

Responsibilities

Major Responsibilities

Major responsibilities include, but are not limited to:

- Consistently model the College's Vision, Mission and Values in all dealings with students, staff and external parties.
- Regular reporting and support of the Director of Finance and Operations on matters pertaining to the College, staff and students.
- Lead and manage Attendance, Student Services, Reception and First Aid staff.
- Responsible for the day-to-day operations of Attendance, Student Services, Reception, Sick Bay and general office admin.
- Closely liaise with the Deputy Principals, Director of Students and the Public Relations team.
- Assist with effective management of communication with College families.
- Responsible for general office procedures and management of student data.
- Manage enquires from staff, students, parents and community members.
- Ensure that inventories of supplies, equipment and materials are maintained for the purpose of ensuring the availability of items needed.
- Actively contribute to weekly management meetings and regular leadership development sessions.

Selection Criteria

Essential

The successful applicant should be able to demonstrate:

- Demonstrated leadership of staff, modelling the values of Kennedy and its Christian mission.
- Demonstrated ability to grow and develop others – professionally, personally and spiritually.
- Outstanding verbal and communication skills
- Ability to work independently or in a team to deliver key outcomes.
- Outstanding interpersonal skills and the ability to liaise with students, staff, parents and the broader community
- Excellent presentation due to the high level of interaction with internal and external stakeholders.
- Maintain confidentiality, and demonstrate initiative and creativity in work skills
- Exceptional time management and organisational skills.

- Capacity to prioritise and delegate tasks, including developing staff.
- Ability to work under pressure and meet deadlines
- Office management experience.
- Excellent computer skills in Microsoft Word, Excel and Outlook.
- Current WWC card., First Aid Certificate.

Desirable:

- Experience using TASS and SEQTA software
- Experience in a secondary school environment

How to apply

To apply for an advertised employment position at Kennedy Baptist College please fill in the online [Employment Application Form](#) on our website.

Please ensure you have ready your CV, Cover Letter, Selection Criteria (if applicable), references, a written reference from your church pastor/minister and digital copies of all academic records. You will be asked to upload these documents as part of your submission of this application.

Please Note: Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian Gospel to children, you will be asked your personal views on Faith issues. Given the Christian nature of the College and the expectations of all who enrol, agreement with the College's [Statement of Faith](#) and [Staff Code of conduct](#) is a pre-requisite.

APPENDIX A: General tasks

Below sets out a sample of daily/ weekly tasks for the Office Manager

- Student files management (scanning and archiving)
- Manage student 'send out' documentation and spreadsheet
- Entry of incursion and excursion details to TASS
- College communication i.e. events, excursions, incursions, vaccinations etc.
- Administration relating to awards and assemblies
- Co-ordinate locker records
- Manage Admin email inbox
- Upload student photos into LMS
- Check Demerit emails daily. Demerit (i.e. 5, 10, 15, etc.) letters to parents/ guardian
- New staff set-up (including entry into the college systems, AISWA set-up, name tag and pigeonhole, etc.)
- Student ID letters
- Count and balance Smartriders & locks
- Monitor and report Kennedy Bus service requests
- Monitor incident reports (students only) on Skytrust in consultation with Sickbay staff
- Admin staff rosters for lunch, birthdays and other staff related events
- Other duties as directed