

Administration Officer – (A02)

Ripley Valley State Secondary College

Ad Summary

Ripley Valley State Secondary College opened in 2020 and currently caters for over 800 students in years 7 to 11. Our school is in a rapidly growing development area with enrolments expected to exceed 1600 students when at capacity. Our college is growing one-year level each year until our first cohort of year 12's graduate in 2024. Our College has quickly established a reputation for high expectations, innovation, inclusion and connection to community. Staff joining the College must have exceptional relational skills, be driven to build a positive, welcoming and supportive learning culture and be willing and able to commit to the college's development and growth.

Advertisement Text:

Ripley Valley State Secondary College is seeking a highly motivated and enthusiastic Administration Officer commencing in Term 4. This full time position will be working closely with the Administrative Team and should have exceptional customer service and administration skills as well as the ability to work with students of diverse needs. Working closely with the Business Manager and other Administration Officers the successful applicant should be highly adaptable, have excellent communication skills and the ability to work as part of a team.

The Administration Officer (AO2) is a full time (36.25 hours per week) 12 month temporary contract with the possibility of extension after this date.

Your Role

You will have responsibility for (but not limited to) leading the following activities and undertaking the following key tasks:

- 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, 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.
- Perform a variety of other administrative or support services for school support staff, including printing of timesheets, leave applications and rosters, assisting with arranging approved relief for school support staff as directed.

- Administer day to day financial matters (e.g. process payments and orders, receipting, banking, and reconciling invoices for payment, follow-up on late payments as directed by Principal or Business Manager. Input and export financial data to/from OneSchool.
- Assist with organising school maintenance and safety inspections as directed by the Principal or Business Manager; assist with the operation and control of school hire schemes and arrange bookings for community use of school facilities; undertake stock-takes of school plant and equipment.
- 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.
- Communicate with internal and external stakeholders (e.g. school and departmental staff, parents, students, and community members); provides information and advice in line with school policies and/or Principal directives; and demonstrates empathy, emotional understanding and support.
- Apply day to day independence in determining work schedules and sequences within a well-defined environment with regular managerial supervision.
- Other duties, consistent with the duties and responsibilities of the position as directed by the Principal, Business Manager or nominated delegate.

Knowledge of the following is considered advantageous:

- OneSchool
- Microsoft programs (Excel/Word/Forms)
- Agresso – Accounts Payable and Receivable
- Students with diverse needs
- ability to navigate OnePortal

To apply please email BSM@ripleyvalleyssc.eq.edu.au and attach the following

- a brief resume including contact details for 2 referees (one of whom should be your current supervisor)
- a maximum 2 page written response outlining your suitability of the role referring to the key capabilities provided in the attached role description.