



Tunable Falls Community School

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Information package: **School Administration Officer**

Thank you for requesting information about this position. Included in this information package are the position details, description and key selection criteria. To apply, email your application to tuntableschool@gmail.com by the deadline below.

This is an amazing opportunity to work in a unique parent-run, progressive school in the rainforest. The importance of environmental sustainability, integration between family, community and school, the freedom to interact with natural surroundings, and recognise each child's gifts and learning style is fundamental to our philosophy.

Timeline for recruitment

Applications close	Friday 21 st March
Interviews	Monday 23 rd March-Friday 28 th March
Position start date	Tuesday 28 th April

Job title	School Administration Officer
Contract	4 days per week/Monday to Thursday (8.30am – 4.30 pm)
Wage/grade	Modern award Level 4 plus 25%
Allowances	Nil
Reports to	The Schools School Management Committee and Coordinating Teacher
Manages	Nil
Budget responsibility	Office, classroom and maintenance supplies
Performance and management	A review will be conducted after a period of 3 months
Contract	2020 for review 2021

To apply

Please email by the closing date above.

- Letter of Introduction
- CV or resume
- Response to each of the selection criteria
- Names and contact numbers for two work related referees.
(We may contact your referees at any time after receiving your application.)

Our School

We are an independent school in a rainforest setting near Nimbin, at the base of the Nightcap National Park. We have on average 38 students from kindergarten to year 6.

Established over 30 years ago, we offer an innovative and creative high-quality teaching program that is compliant with the NSW Board of Studies. Sustainability and environmental education are integral to our school, in both practice and teaching program.

The school is governed by a volunteer management committee made up of parents. Working together with our co-ordinating teacher and staff members, we combine our professional and personal experience to manage the school. There is no principal.

We encourage students to be mindful, creative, compassionate and environmentally aware.

Position Overview

The administrator's role is a vital part of the school team. The admin officer works closely with the teachers, aides, maintenance person, bookkeeper and management committee.

The successful candidate will be self-motivated, competently operate the school's IT systems, have effective time management skills, attention to detail, excellent organisational skills, effective multitasking abilities and will have previous experience in working in a busy and diverse office and organisation. This rewarding position will require the successful candidate to show initiative, meet deadlines and be multi-skilled to support the objectives of other members of the school team.

General Employee Expectations

- Participate as a positive team member, support others and contribute in a cooperative and helpful manner.
- Maintain an environment where honest behaviour, trustworthiness and open communication are valued.
- Show mutual respect, be flexible and show appreciation and encouragement of the efforts of others.
- Contribute to a working environment where safety and wellbeing are priorities for all.

Knowledge and Skill Requirements for the Position

- Ability to work in an independent parent-run school and with the parent body on a day-to-day basis. Experience in a school would be desirable.
- Current knowledge and training about child protection and other appropriate legislation.
- Excellent computer literacy including: Excel Spreadsheet development and maintenance using formulae, Microsoft Office, Mac operating systems, management of the schools email account, website and Education affiliated sites.
- Share responsibilities and work collaboratively with the committee, classroom teachers and other staff.
- Perform duties efficiently and effectively with honesty, integrity and fairness at all times.
- Initiative and sound judgement to determine an appropriate response to requests and issues as they arise.
- Time and priority management skills to manage multiple projects in a busy environment.
- Articulate communication skills: Written, verbal, negotiation, conflict resolution and interpersonal skills.
- Implement, develop and review efficient administrative procedures.
- Exercise diplomacy and confidentiality within a sensitive environment.

Duties

- Manage and maintain changes and updates to all school calendars and assist the staff and committee with planning and time management.
- Update website produce regular school newsletters and provide communication using various modes.
- Manage, update, record and report data collection on staff, students and other required records.
- Provide professional and efficient admin support to staff and management committee.
- Complete accurate reporting requirements for: NESA, AISNSW, NSW DET, AG DESE, ASIC, ATO and ACARA including annual reports, census, attendance as well as internal school related reports such as surveys and appraisals.
- Create, document and maintain school administration systems including procedures, records, forms and documents.
- Manage school communication systems: phone, email, text, mail, contact lists, community communication and school website.
- Administration of excursions, school community events, transportation, camps and fundraisers.
- Maintain and manage the ordering and stocking of office, maintenance, and educational supplies.
- Meet, greet and liaise with students, parents and the community visiting school premises as required.
- Write grant applications and acquittals as need arises in collaboration with staff and committee.
- Manage new enrolments and maintain records of enrolled children, including attendance and authorisations.
- Maintain staff records, including levels of personal and long service leave, current contracts and status and due dates of WWCC and mandatory training.
- Maintain all records, filing and archives.
- Work with the Management Committee and Coordinating Teacher to update policies and procedures.

Qualifications/Experience

- Current Working with Children clearance and first aid certificate.
- A combination of experience, education and training in admin and financial procedures.
- Current driver's license
- Computer skills in using Microsoft word, Excel and email platforms are essential.
- A minimum of 5 years' experience in Administrative roles is desirable.
- Recent experience working within a school or in a large diverse organisation will be highly regarded.
- Experience working with children.

Selection criteria

1. Proven recent experience in providing administration support to others within a busy environment, detailing time management, ability to multitask, and prioritise workload.
2. Demonstrated experience using Excel, Microsoft Office applications, Mac operating systems, maintaining records and managing administration systems.
3. Demonstrated effective oral and written communication.
4. Demonstrated experience working within a team environment with a respectful and supportive attitude to work colleagues, parents and children.

5. Demonstrated ability to align with the organisation's values. Provide examples of how you demonstrate behaviours that would align with our organisation.