

ADMINISTRATION OFFICER

Reporting to: Principal St John's Campus

Location: Concordia College, St John's Campus, 20 Highgate Street Highgate

Classification: As determined by the College within the current *Lutheran Schools SA Enterprise Agreement 2024*.

Tenure: Fixed term

Time Allowance: 32.5 hours per term week

Role Description

The Administration Officer has strong knowledge of Microsoft O365, and will assist in providing secretarial, clerical and administrative services and workflow support to the St John's Campus Leadership team members.

The Administration Officer is required to provide effective communication, efficient organisation and carrying out administrative duties in a timely manner.

The Administration Officer will coordinate the teacher reliefs on a daily basis, including the coordination of temporary relief teachers, all documentation and communication involved with this for the St John's Campus.

The role requires a high level of collaboration with colleagues to ensure the smooth operation of the Campus.

Essential Requirements

- relevant experience appropriate to the role
- experience in using contemporary digital technologies
- current Working With Children Check and RRHAN-EC
- First Aid accreditation, CPR, Asthma and Anaphylaxis accreditation
- a commitment to the faith life of the College and its Lutheran identity

Selection Criteria

Administration	<ul style="list-style-type: none"> • accurate and timely data entry • effective communication • meets deadlines • assisting and liaising • ability to prioritise
Competencies	<ul style="list-style-type: none"> • a lateral thinker and positive problem solver • attention to detail • contributes positively and constructively to a team environment • accurate numerical skills • shows professional judgement and initiative • strong knowledge of Microsoft O365, SEQTA, Synergetic, or a similar database • provides effective day-to-day support • effective prioritisation • positive communication skills – internal and external • high level use of digital technologies • able to multi-task
Personal Qualities	<ul style="list-style-type: none"> • collaborative • supportive, helpful • maintains confidentiality • reliable and trustworthy • organised and calm under pressure • flexibility in hours and tasks • independent and group focused • demonstrates integrity • willing to support others • positive and friendly communication at all times.