

Position Description: Administration Officer

Position title:	Administration Officer
Employment status:	Permanent Part Time 0.85 FTE
Award:	Educational Services (Schools) General Staff Award 2020
Classification:	Commensurate with Experience
Reports to:	Business Manager

Position purpose

The Administration Officer provides a broad range of administrative support to ensure the efficient day-to-day operation of the school. The role has a primary focus on coordinating the school's enrolment administration and purchasing functions, while also providing general administrative assistance across the organisation as required.

Key responsibilities

As the first point of contact for many prospective families, the Administration Officer delivers a professional and welcoming customer experience throughout the enrolment journey. The role is also responsible for supporting the procurement of goods and services, ensuring purchasing processes are efficient, compliant and provide value for money.

This position requires excellent organisational and communication skills, strong attention to detail, the ability to manage competing priorities, and a commitment to providing high-quality customer service while maintaining confidentiality and building positive relationships with families, staff and suppliers.

General Administration

- Provide high-quality administrative support to the Business Manager, Executive Team and school staff.
- Deliver professional customer service to students, families, visitors and external stakeholders.
- Prepare correspondence, maintain records and filing systems, and support the efficient operation of the school office.
- Maintain confidentiality and contribute to the continuous improvement of administrative processes.
- Undertake other administrative duties as required.

Enrolments

- Manage the administration of enrolment enquiries, Expressions of Interest, applications and waitlists for The Nature School.
- Coordinate the enrolment process from initial enquiry through to commencement, working closely with the Head of School and Executive Team.

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- Maintain accurate enrolment records, databases and reporting, including tracking enquiry and conversion data.
- Coordinate enrolment activities including school tours, Open Days and information sessions.
- Support enrolment growth through communication with prospective families and assistance with marketing, promotional activities and community engagement.
- Support bookings for Playgroup.

Purchasing

- Coordinate the purchasing and procurement of goods and services in accordance with approved budgets and the school's Purchasing and Procurement Policy.
- Process purchase orders and requisitions, obtain quotations, liaise with suppliers and monitor deliveries.
- Maintain accurate purchasing records and supporting documentation.
- Monitor purchasing expenditure, assist with stock control and identify opportunities to improve purchasing efficiency and value for money.
- Support compliance with purchasing approvals and audit requirements.

Essential Skills

- Demonstrated administrative experience with excellent organisational and time management skills.
- Ability to adapt to a fast paced and changing environment.
- Strong customer service and interpersonal skills, with the ability to build positive relationships with families, staff and suppliers.
- Excellent written and verbal communication skills.
- High level of accuracy, attention to detail and ability to maintain confidentiality.
- Ability to prioritise workloads, work independently and meet deadlines in a dynamic environment.
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint and OneDrive), with experience using financial software such as Xero.
- Current Working with Children Check (or willingness to obtain prior to commencement).
- Current Senior First Aid Certificate (or willingness to obtain).

Desirable Skills

- Experience working in a school or education environment.
- Experience with school management systems (e.g. Sentral or similar).
- Experience coordinating enrolments, events, marketing or community engagement activities.
- Current LR Bus Licence.