

Administrative Officer / Executive Support

Job/Task List

1. Tasks carried out on a daily basis

Brief description of what this task entails
From week 3 to 10 of each term work with Assistant Principal on administrative aspects for the preparation of Junior School reports.
Create specialist spreadsheets for marks to be entered into – and from spreadsheets add marks into report templates.
Assist EAC reception as required with Middle School absentees.
Assist the Assistant Principal with administrative tasks associated with Junior School Curriculum. – This includes PAT and ACER testing results and booklets. Also NAPLAN spreadsheets for JS once results are in.
Assisting the Assistant Principal with administrative tasks associated with JS Timetabling.
Maintain the Middle School Homework site.
Answering Middle School phone and queries.
Lunchtime relief of reception.
All executive assistance as required to Assistant Principals and provide assistance to specialist teachers as required
Administer sign in/ out of relief teachers and submit timesheets to payroll.
In cooperation with EAC Reception make deliveries to EEC for photocopying.
Maintain Assistant Principals' diaries. Prepare documents and copy student records for meetings as required.
Oversee reception area.

2. Tasks carried out on an ad-hoc basis

Brief description of what this task entails
Running messages to teachers and students – Junior School, Year 6 & 7
Photocopying for Executives
Printing assignments for students
Delivery of photocopying from Print Room
Relieve First Aid when required (toilet breaks etc.)
Food and beverage shopping for events

3. Tasks carried out at commencement or end of term

Brief description of what this task entails and when it is undertaken
Administrative Tasks associated with Specialist awards .
Organise Junior School Interview schedules for Parent/Teacher evenings at the end of Term1 & Term 3.
Maintain Junior School notice boards x3
Prepare Junior School Class Lists/Contact information – Export and email from Synergetic .

Maintain/Administer Pre-School and Transition Sign in and Out Sheets. Subject to change as class lists change but teachers require lists for first day back.
Absentee spreadsheet to be created.
Send list of new students, and class allocations, to IT and those responsible for administration of NT Schools log in, Mathletics, Spelldrome, Literacy pro and reading eggs.
Provide Music Office with class lists – Trans to Year 6.
Make all slips – i.e. late notes, absentee slips, detention slips etc.
Check Classrooms for clocks and make sure they are working.
Ensure paper in Library is fully stocked for first day back
Maintain Middle School notice board x1 (Year 7 area) –
Homework site clean off
Semester 1 only – Homeroom packs