



ADMINISTRATION OFFICER

POSITION DESCRIPTION

SECTION 1: School Identification

College Name

Regent College Inc.

Location

22 Colombo Street
Victoria Park, Western Australia, 6100

SECTION 2: Mission, Vision and Values

Regent College is a co-educational, faith-based primary school (K-6) located in Victoria Park, Perth. It caters for students from Kindergarten to Year 6. Established in 1982, Regent College was associated with the then Rhema Family Church, now known as Riverview Church. Currently, Regent College operates as a separate entity; however, continues to have informal links with Riverview Church and the wider Christian community in Perth.

Our Mission:

To provide a Christ centered, inquiry focused learning environment, in which childhood is to be enjoyed and celebrated and where students develop a life long love of learning.

Our Vision:

To have a reputation in the community as a school known for its academic excellence and use of innovative teaching practices, where belonging, wellbeing and growth prepare students for their ongoing educational and faith journey.

Our Values:

Honesty | Respect | Compassion | Responsibility | Courage

Regent College aims to provide an excellent education within a caring Christian environment that will equip each child for today, and a successful future. At Regent, we believe that a child's character, talents and skills are all enhanced, not just by attending school, but by being part of a caring community. It is the role of the Regent College community, to equip children with a wide range of skills, self-belief and values that will give them a solid foundation for their lives.

SECTION 3: The Position

Title

Administration Officer

Department/Learning Area

Administration/Library

Tenure

Part Time 0.8 FTE position, subject to the satisfactory completion of probation by the appointee of a six (6) month period.

SECTION 4: Remuneration Terms and Conditions

Conditions and salary are governed by the Regent College Inc Enterprise Bargaining Agreement

SECTION 5: Reporting Relationships

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising of the Deputy Principal and Business Manager.

The Administration Officer reports to the Administration Manager for the performance of all aspects of their duties and responsibilities and the day-to-day operation requirements within the context of this Position Description.

SECTION 6: Responsibilities and Duties

Overview

You are employed as an Administration Officer for Regent College and are required to work under the direction of the Administration Manager. You will be part of the College Administrative Team that is responsible for reception, student services, clerical and other support to the teaching and administrative team.

Christian Values

The position requires you to be committed to the Christian Vision of the College.

Commitment to Child Safety

All children and young people who come to Regent College have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have zero tolerance for child abuse, grooming and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The College regards its child safety responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the importance and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

All Staff, including full-time, part-time, casual, relief, teaching and non-teaching Staff are required, as a condition of their employment at the College, to comply with our Child Safety Program, including our Child Safe Policy, the Child Safety Codes of Conduct, and their legal obligations with respect to the reporting of child safety incidents or concerns and regarding Working with Children Checks.

It is each individual's responsibility to be aware of key indicators of child abuse, grooming and other harm, to be observant, and to raise any and all child safety incidents or concerns with one of the College's Principals and with external agencies where required.

About the Role

This role is the first point of contact for the College (Reception), responding to all enquiries both in person and via telephone/email. You will possess a high level of professionalism, excellent interpersonal and customer service skills with the ability to multi-task. You will provide general administrative and records management support to college staff to ensure the effective and efficient operation of the Administration office so that the overall objectives of the College are achieved.

Specific Duties

As directed by the Administration Manager, or delegate, your specific duties include but are not limited to:

Customer Service

- ✓ Perform receptionist duties: greet all visitors including parents, contractors and service providers and direct appropriately
- ✓ Ensure visitors to the College have signed in according to the College procedure
- ✓ Maintain cleanliness of Reception and Student Services areas

Administrative

- ✓ Respond to enquiries via telephone, email and in-person in a timely and efficient manner
- ✓ Effectively manage College records, including student records, generating and filing student reports
- ✓ Enter/maintain data and generate reports in the Student Management System (TASS)
- ✓ Perform general clerical duties such as mail distribution, photocopying, printing, scanning, laminating and any other related tasks
- ✓ Check incident/accident reports
- ✓ Provide administrative support to the Administration Manager as required

Library Administration

- ✓ Maintains resources and the environment of the College library to support the learning outcomes of students
- ✓ Operate and oversee the library systems which ensure library records are up-to-date and library resources are maintained and processed so they are accessible to students and staff at all times
- ✓ Assist with enquiries and guide students and staff in locating library resources and information
- ✓ General clerical tasks are completed effectively and in a timely manner, including preparation of routine correspondence, stocktake and monitoring and ordering of consumables
- ✓ Assisting with whole school events as required e.g book week

Financial

- ✓ Receipt of payments received (cash, eftpos and cheque)
- ✓ Daily eftpos settlement
- ✓ Receipt and code of invoices
- ✓ Complete purchase orders for authorisation

Diary and Meetings

- ✓ Attend College meetings as required
- ✓ Update calendar and manage diaries as required
- ✓ Effectively manage appointments and meetings for parents/teacher appointments

Events

- ✓ Effectively coordinates College events in liaison with other relevant staff and external agencies
- ✓ Coordinate staff functions in liaison with other staff and external agencies

Student Services

- ✓ Monitor attendance

- ✓ Follow up roll marking
- ✓ Process student absences
- ✓ Issue late passes
- ✓ Contact parents advising of student absences
- ✓ Follow up of unexplained absences

First Aid

- ✓ Provide first aid in response to accidents/incidents sustained by students or staff
- ✓ Assist students with daily medication requirements
- ✓ Maintain and monitor of student medication, medical supplies, first aid kits and first aid room
- ✓ Maintain student medical records in TASS

Workplace Health and Safety

- ✓ Comply with College policies and procedures and take responsibility for self and others by complying with Occupational Health and Safety and Equal Opportunity requirements

Other Duties

- ✓ Participate in Professional Learning as required and complete any assigned eLearning
- ✓ Other administrative duties as directed

SECTION 7: Selection Criteria

Essential

1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of the Christian faith
2. Be supportive of the mission, vision, and values at Regent College
3. Excellent communication (written and oral) skills, interpersonal and collaborative skills
4. Sound computer skills, including working with cloud-based software such as Office 365
5. Ability to work under pressure and to tight deadlines
6. Demonstrated problem-solving skills
7. Proactive approach and able to identify areas for improvement in processes
8. Possess a can-do attitude, demonstrating flexibility and adaptability to work independently and as part of a dynamic team
9. To have knowledge and ability to apply workplace health and safety principles in the workplace
10. To share Regent College's commitment to the safety and wellbeing of all children and young people and to apply the National Principles for Child Safety in the workplace
11. HLTAID012 First Aid Qualification or ability to obtain one

Desirable

1. Knowledge of TASS and PassTab platforms
2. Previous experience working within a school environment

Other

1. Criminal History Clearance no more than 3 months old, prior to the commencement of employment or the ability to obtain one
2. Valid Working with Child Check or the ability to obtain one

SECTION 8: Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College.

For an application form please visit our College website: <https://www.regentcollege.wa.edu.au/careers/> and return along with responses to the Selection Criteria above and a detailed Curriculum Vitae by **4:00pm Wednesday 2nd April 2025**.

All applications should be submitted electronically to humanresources@regentcollege.wa.edu.au