



Position Description: Office Administrator

Positions Available: Part time (33 hours per week)

Reports to: Principal Contact: admin@lyrebirdcollege.vic.edu.au

www.lyrebirdcollege.vic.edu.au

Introduction

Lyrebird College is an independent school in Coldstream in the Yarra Ranges, that pursue excellence in the education of children with an Autism Spectrum Disorder (ASD) from foundation to year 10.

The Office Manager position at Lyrebird College provides a wonderful opportunity for the successful applicant to join a new and vibrant school. The position requires a warm, friendly, approachable person who demonstrates initiative and has exemplary interpersonal, communication, time management and organisation skills.

The College vision, mission and values are outlined on our web page.

Position Requirements

Please note this position has a 0.2 (equivalent to one day) education support role in the classroom.

Personal attributes and skills

- A passion for working in a specialist education setting.
- The ability to think creatively, anticipate and solve problems.
- Self-motivation, good organisational skills, and the ability to prioritise workloads effectively.
- The ability to work in a collaborative environment as a member of a cohesive team.
- High level interpersonal skills.
- Personality and skills to represent the College to diverse audiences.
- Determination and courage to tackle difficult issues and conflicts and see them through to a positive conclusion.

Qualifications, training and experience

- Office administration experience.
- Experience in school settings desirable.
- First aid certificate or be willing to obtain one.

Employment requirements

- The right to work in Australia.

Role Description

The Office Administrator works closely with the College Principal. The general duties of the Office Administrator are as described below. Specific duties are managed by the Principal and may be altered from time to time after discussion with the Principal.

General Administration

- Provision of a range of administrative support functions for the Principal and staff.
- Perform reception duties, including screening and tracking all visitors to the College and the maintenance of the Visitor Management System.
- Maintain the reception area of the College as an attractive, welcoming and highly professional environment.
- Maintain student attendance records and reports.
- Ensure confidentiality and archiving of all College records.
- Provide a high level of administrative support for College events, functions and projects.
- Manage the processing of student admissions, registrations, enrolments and transfers.
- Identify induction programs needed for new staff, volunteers and other workers to the College.
- Ensuring, with the Principal, that staff as appropriate receive induction and ongoing training and refresher training in child safety and wellbeing.
- Ensure that outside direct contact contractors and regular/casual contractors have the necessary WWC checks.
- Demonstrate excellent skills and leadership in the use and management of technology within the College.
- Promote a child safe culture as a shared responsibility that is championed and modelled at all levels of the school community.
- Enter and maintain OH&S and compliance calendar and records
- Monitor and track staff leave
- Manage school uniform including orders and purchases

Finance

- Work closely with Finance Manager on payroll function and budgets.
- Perform all aspects of the College's purchasing activity: ordering, delivery, quality control, storage.
- Provide guidance to staff on spending against budgets in respect to the program areas and other school projects.
- Manage fund raising activities.
- Source quotes for school works and projects

Reporting

- Monitor government reporting obligations such as attendance data, conveyance allowance, student background data, census data, Camps Sports Excursion Fund (CSEF)
- Adhering to all accountability requirements of government and relevant authorities.

Asset Management

- Conducting with the Principal regular audits of school plant and online environments to ensure the safety and protection of all students.
- With the Principal, ensure the facilities are well maintained providing a safe working environment in line with OHS requirement.
- Ensuring with the Principal the College has an effective, proactive building and plant and equipment preventative maintenance program for the College's building and grounds
- Monitoring specifications, negotiations and supervision of all maintenance contracts.
- Overseeing the purchase of new furniture, equipment and plant as required and the disposal of surplus assets.

Child Safety

Lyrebird College is committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment. We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety and Wellbeing Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these.
- Respond according to the College's policies and procedures when interacting with children and young people, taking all allegations and concerns very seriously.

Lyrebird College

- Be committed to providing a safe environment for all children and young people, promoting physical, emotional and cultural safety.

In line with this commitment, Lyrebird College has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse and set up processes to properly respond to allegations of child abuse.

Please note: in the safety interests of our students, some of whom may be non-verbal, spaces where students interact with adults are monitored by video.

Working Hours

To be negotiated

Start Date

The successful candidate will commence on 23 January 2023.

Salary and Conditions

Salary will be negotiated with the successful candidate commensurate with experience and skills.

Attractive Salary packaging options.

Appointment of successful applicants will be made subject to satisfactory pre-employment conditions check.

A probationary period applies during the first year of employment and induction and support programs provided.

Vaccination requirements

For positions in special education settings, a person is not eligible for employment unless they meet the vaccination requirements on commencement in the position.

EEO AND OHS Commitment

Lyrebird College is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+,

Lyrebird College

disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the College. Lyrebird College recognises that the provision of family friendly, supportive, safe and harassment free workplace is essential to high performance and promotes flexible work, diversity, and safety.

How to Apply

Applicants are requested to provide written responses to the Position Requirements with reference to the experience requirements and to the desirable personal attributes and skills.

The application should state whether you are applying for the full time or part time position.

Please also include in your submission a CV outlining your qualifications and experience, inclusive of contact details for three referees and the nature and length of referee relationship.

For security and ease, we ask that all documents submitted are in PDF format.

Interested applicants are encouraged to make contact to discuss the role and the school more broadly prior to submitting their applications.

Please address all enquiries and applications to The Principal at: admin@lyrebirdcollege.org.au