



ST PAUL LUTHERAN SCHOOL

Living and Learning Together in Christ

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Role Statement

Administration Assistant: Leadership Support

Position Description

The Administration Assistant: Leadership Support is employed as a support person within the school and is required to provide assistance to the Principal and the leadership team in the areas of daily administration, database maintenance and communication.

Personal Requirements and Specific Attributes

The Administration Assistant: Leadership Support will have a clear commitment to and an understanding of the ethos that underpins the Lutheran school.

The Administration Assistant: Leadership Support will demonstrate:

- a desire to support contemporary educational philosophies
- discretion, confidentiality, honesty and integrity in his/her relationships;
- high quality interpersonal and organisational skills;
- high level ICT skills, including Microsoft Office software, database, Facebook, website and other digital communication applications;
- a clear desire to develop his/her skills through collaboration;
- an ability to form positive relationships with students and families and a desire to support them;
- flexibility to deal with a constantly changing school environment;
- ability to work as part of a team;
- a proven ability to relate to and care for children, including at times of illness and accident;
- senior first aid certification or ability to obtain such; and
- a professional attitude towards educational policies, procedures and expectations.

Key Responsibilities

The role of the Administration Assistant: Leadership Support is to assist the Principal and other leaders with school administration. This includes but is not limited to:

- supporting students and families with enquiries in the school office;
- assisting with accidents and injuries;
- maintaining a cooperative and collaborative working relationship with other staff;

- maintaining clear lines of communication within the staff team;
- supporting the Principal in daily communication and scheduling;
- providing administration support to the school leadership team;
- updating and maintaining digital communications such as the school calendar, website, School App and Facebook page;
- managing student and staff databases;
- maintaining digital and paper archives; and
- other duties as deemed appropriate for the role.