

# School Administrative Officer



A School Administrative Officer is responsible to the Principal or the supervisor for providing assistance in school routines, classroom activities and financial and administrative matters.

A School Administrative Officer can be required to undertake the following duties:

<h1>Duty</h1>	Does this accurately capture the current work/duties/tasks and responsibilities of this position?	How has this duty changed over time?
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## Finance

Undertaking, under the supervision of the Principal and/or the School Administrative Manager, the day to day banking, bookkeeping and general accounting duties including receipting and ordering.		
Assisting the Principal and/or School Administrative Manager with end of year financial procedures by way of computerised/manual systems.		

## Office and Reception

Undertaking routine telephone duties, taking messages, noting appointments and other reception duties.		
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# School Administrative Officer



## Duty

Does this accurately capture the current work/duties/tasks and responsibilities of this position?

How has this duty changed over time?

Enrolling students.

Drafting of routine correspondence.

Preparing correspondence.

Maintaining filing, indexing or record systems.

Collecting, distributing and posting mail.

# School Administrative Officer



<h1>Duty</h1>	Does this accurately capture the current work/duties/tasks and responsibilities of this position?	How has this duty changed over time?
Operating and caring for office and/or classroom equipment and machinery.		
Arranging quotations for the purchase, maintenance and disposal of office and classroom equipment.		
Arranging quotations for minor maintenance.		
Using computer based programs/systems to design, layout and print school publications and learning materials.		
Photocopying, duplicating and printing/binding of school documents and learning materials.		

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## Duty

Does this accurately capture the current work/duties/tasks and responsibilities of this position?

How has this duty changed over time?

### Administration

Recording, transcribing and collating information including operation of computerised administrative systems.		
Ordering, purchasing, receiving, despatching and stocktaking materials, goods and consumables, including compiling orders, unpacking, checking, sorting, shelving and storing items and maintaining inventories.		
Servicing school committees including processing and distribution of minutes.		

### Teacher and Student Support

Maintaining equipment, learning material and resources at a suitable standard.		
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# School Administrative Officer



<h1>Duty</h1>	Does this accurately capture the current work/duties/tasks and responsibilities of this position?	How has this duty changed over time?
<b>Maintaining work areas in a clean and tidy state.</b>		
<b>Caring for and comforting sick or distressed students.</b>		
<b>Administering first aid subject to the School Assistant having a current St John' First Aid Certificate or equivalent and receiving the first aid allowance.</b>		
<b>Using computerised library systems for accessioning, ordering, invoicing, monitoring of expenditure, cataloguing, data input and retrieval.</b>		
<b>Implementation of learning and other programs, under the supervision of a teacher, including library, physical education, sport and recreation activities.</b>		

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## Duty

Does this accurately capture the current work/duties/tasks and responsibilities of this position?

How has this duty changed over time?

Monitoring (i.e. checking, observing and recording) student behaviour when teachers are periodically absent from the school library.

Assisting with the supervision of students in the library during recess and lunch breaks.

Assisting students with library research.

Settling in new students.

Helping infant students with toileting, ablution and dressing.

# School Administrative Officer



<h2>Duty</h2>	Does this accurately capture the current work/duties/tasks and responsibilities of this position?	How has this duty changed over time?
Assisting with the organisation of excursions.		
Implementation of learning and other programs, under the supervision of a teacher, in science laboratories.		
Within home science areas washing up, spot cleaning of floors, spot cleaning of windows within arm's reach whilst standing on the floor, laundering of home science tea towels, aprons etc.		
Managing lost property and clothing pools.		

## Other Duties

Undertaking other related duties as determined by the principal or the supervisor.		
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## Duty

Does this accurately capture the current work/duties/tasks and responsibilities of this position?

How has this duty changed over time?

**Please add any duties not listed above**
