



We partner with people on the autism spectrum, their families and communities to remove barriers and realise potential.

Administration Officer

Team AQ School Brighton

Location Brighton

Manager Head of Campus

Purpose

The purpose of this position as Administration Officer (Level 4) is to provide comprehensive professional administrative support to the School team and the broader school community.

Responsibilities

- Provide a welcoming and professional first point of contact for the Brighton School office, managing face-to-face, phone, including voicemail and email enquiries, with appropriate referral to internal and external service providers
- Provide comprehensive administrative support to the Brighton School office including correspondence to internal and external stakeholders, maintaining accurate database records, processing of student enrolments, registration, and maintenance of student learning accounts
- Coordinate administration of the School transport service in accordance with Queensland Transport and Department of Education requirements
- Administer ordering, purchase and invoice approval and monthly credit card reconciliation processes in accordance with Autism Queensland Quality Assurance (AQQA) procedures
- Maintain stationery supplies and respond to resource requests, and coordinate catering, purchases and cleaning as required for School events
- Assist with maintenance and administration of student medications as directed
- Contribute as a member of the organisation-wide administration team, collaborating on administrative process improvement projects and providing support (including head office reception relief) as required

Key Performance Indicators

- Identification and implementation of improvements to systems, processes, and work practices
- Administrative support is responsive, accurate and timely
- Communications are handled efficiently with appropriate sensitivity and confidentiality
- Correspondence is written and responded to in an appropriate and timely manner
- Maintenance of accurate, up to date records including data collection and file management
- Student bus travel arrangements are in accordance with Department of Education and Queensland Transport requirements
- Compliance with Autism Queensland Quality Assurance (AQQA) including Workplace Health & Safety policies and procedures

Requirements

- Minimum of five years' experience in a diverse and/or senior administration role, ideally in the education sector
- Minimum Certificate IV in Business qualification (or equivalent)
- Demonstrated organisational skills with proven ability to oversee and astutely manage multiple tasks and competing deadlines
- Demonstrated effectiveness in the application of relevant knowledge and experience in administrative management practices
- Demonstrated ability to evaluate, redesign and implement systems and services to meet the needs of a changing organisational environment
- Demonstrated strong attention to detail
- Proven ability to liaise, consult and negotiate effectively with internal and external stakeholders
- Proficiency in the use of Microsoft Office suite, with intermediate to advanced skills in Outlook, Word and Excel

Highly-regarded

- Experience in processing applications and reviews of Education Adjustment Program (EAP) Verification for students with disability
- Experience in administration of QCAA's Student Management and School Portal systems

Special Requirements

- Blue Card (WWCC paid workers)
- Current open driver's license
- Travel to other Autism Queensland sites may be required
- May be required to use own vehicle for work purposes when a pool vehicle is not available
- Current, recognized Provide First Aid including Provide CPR qualification

Position Description Reviewed: March 2024