

POSITION DESCRIPTION
for

Administration Support Officer

Hours: 20 hours per week

Reporting to: Director of Communications / EA to the Principal

Other Direct Relationships: Principal

Primary Purpose of the position:

The Administration Support officer provides essential operational and data management assistance to ensure the smooth day-to-day running of the school office. The role is primarily responsible for maintaining the integrity of student enrolment data via KAMAR, support the front-of-house reception team, and managing school-wide inventories and compliance documentation.

KAMAR and Enrolments

- Assist the Database Manager in maintaining all student file information on KAMAR
- Coordinate the end-to-end pre-enrolment process, including responding to queries
- Collate all new Enrolment Applications for the Enrolment Committee
- Maintain and audit enrolment databases to ensure priority applicants are identified according to school policy
- Maintain student files removing and storing files of those who have left and making new files when new students arrive

Reception – back-up support

- Provide back up support for all incoming phone calls to the School Office
- Provide relief in Reception in the absence of the Receptionist
- Provide high-quality front-of-house service, assisting students, parents and visitors at the main counter as required
- Administer First Aid and basic medical care to students in accordance with school health and safety protocols

Photocopying

- Oversee Stationery and Resources Management, ensuring all photocopy hubs and office supplies are fully stocked and cost-effectively ordered
- Maintain a Stationery Inventory and order supplies as required



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Hutt International **BOYS' SCHOOL**

Administration

- Administer the Police Vetting process for staff and volunteers to ensure full compliance with safeguarding regulations
- Sort lost property and provide up to date lists for students
- Keep an up-to-date inventory of all printing supplies
- Conduct quarterly audits of van First Aid kits, ensuring all medical supplies are compliant and replenished
- Order medical supplies
- Help with events set-up when needed
- General word processing and office duties as required
- Maintain archives material as required

Date of publication of this Position Definition:

This Position Definition is provided for and contracted with:

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Signed on behalf of the School:

Received and agreed by:

