



Primary School Administrator Position Description

Job Title:	Primary School Administrator
Reporting To:	Head of Primary
Employment Status:	FTE 1.0, mostly during school term time
Commencement:	Immediate
Performance Review Period:	6 months

Purpose of the position

The main purpose of the Primary School Administrator is to provide support and assistance to the Head of Primary School.

The Primary School Administrator is a crucial position that connects and communicates not only with the College community but with those external to the College. The person in this role will need to model Christ in all aspects of their work; be friendly and welcoming; well presented; and possess excellent communication and administration skills.

The Primary School is a busy area and the person in this role needs to be able to keep calm and be able to multi-task, despite the constant interruptions each school day brings.

St Andrews Christian College has a commitment to child safety and has zero tolerance for child abuse. Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting information about child abuse.

Key Responsibilities

Provide Administration Assistance to Head of Primary School

- Coordinate and manage Head of Primary and Primary School calendar;
- Assist with organising any events planned by the Head of Primary;
- General administration assistance as needed;
- Coordinate, format, and draft documents and communications;
- Distribute notices on behalf of the Head of Primary;
- Attend meetings and take minutes as required;
- Respond to and/or direct emails received;
- Coordinate marketing information for Primary School as needed by the Marketing Team, on behalf of the Head of Primary;

- Answer all incoming telephone calls for the Primary School for the purpose of:
 - Screening calls;
 - Transferring calls;
 - Responding to enquiries and/or taking messages and follow up.
- Keep administrative processes and information up-to-date for smooth daily operations;
- Submit service tickets for maintenance requirements;
- Organise catering as required;
- Handle relevant enquiries from students, staff and parents;
- Create and audit Curriculum Semester Planner Documents;
- Assist in the planning and implementation of NAPLAN;
- Check reports and backend tasks involved in Primary Student Reports;
- Help organise cover and CRT work when needed;
- Collation of pre/post-teaching data;
- Update Primary School handbooks and parent information;
- Create and maintain document templates for Primary School teachers;
- Update and upload information on 'The Hub';
- Assist with communication to parents as needed;
- Assist with administration of Primary School Camps and Excursions;
- Assist in the planning, communication and administration of all Primary School events.

Other Tasks/Responsibilities

- Attend and participate in staff devotions;
- Attend out-of-school hours events as required;
- Reconcile receipts and monthly statements;
- Other duties requested by the Principal, Deputy Principals and/or the Business Manager.

Key Selection Criteria

- An active, strong personal Christian faith and regular attendance at a Christian church;
- Passionate about Christian Education;
- Excellent written and verbal communication skills;
- Excellent computer skills – including intermediate to advanced knowledge of Microsoft Office applications;
- Typing skills: 50 wpm;
- Experience in a similar, or customer service role;
- Ability to prioritise work schedule and meet agreed deadlines;
- Hold a current First Aid Certificate and/or preparedness to obtain one;
- Satisfactory Working With Children Check;
- Hold a valid Driver's License.

Personal Characteristics

- Adherence to and acceptance of the College's Statement of Belief, Mission and Purpose;
- Able to model Christ in all aspects of work and in relationships within the College community;
- Professional presentation;
- Actively pursues best practice in all areas of responsibility;
- Ability to work independently and as an effective team member;
- Readily adjusts to changes in the work environment;
- Attention to detail;
- Reliable and able to maintain confidentiality and monitor level of disclosure on sensitive matters.

Employment Conditions

- Working school term time plus additional time as required;
- Hours of work – Monday to Friday, 8:00 am to 4:00 pm;
- Salary would be commensurate with skills and experience;
- All staff are required to be aware of and adhere to all College policies and Codes of Conduct. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our Student Safety policies and standards, and that we have a zero tolerance of child abuse in any form.

September 2025