

Position Vacant

Moura State High School has a permanent administrative position available in the front office commencing approx. Week 9 Term 4. The position is for 36.25hrs per week.

As the administrative officer your role will include (but not be restricted to) the following:

General duties:

- Customer service – supporting parents and their enquiries
- Phone messages
- Arranging appointments for Principal
- Maintaining the Principal's calendar
- Any other suitable duties as requested by the Principal, Deputy Principal and Business Manager.

Attendance Management:

- Data export and import between One School and ID Attend
- Generate daily reports on absenteeism, send SMS messages to parents/carers regarding late arrivals and absent students
- Monitor daily roll marking of classes
- Provide information to Deputy Principal to address issues relating to students experiencing problems that prevent their engagement at School
- Collect and coordinate data to determine and document reasons for absences by students chronically absent

Student Management:

- Providing student enrolment packs to incoming students
- Enrolling of students
- Late notes
- First Aid – where trained and the officer agrees
- Administer medication
- Maintain medication and health plan

Accounts Receivables:

- Processing payments for parents and students
- Completing end of day banking

If you are interested in the role, please submit a brief resume including contact details for 2 referees (referees should have an understanding of your relevant work history). Also attach a 2-page written statement in response to the attached role description.

The successful candidate must have a current valid Blue Card and will be subject to a Criminal History Check.

Closing Date: Wednesday 20 November 2024

Any queries, please contact the Business Manager at Moura State High School on 49 975888.