

Position Description

Title: Corporate Administration Officer
Marketing and Communities
Senior School Campus



This Position Reports to: Marketing and Communities Manager

Department: Marketing and Communities

Date: December 2023

PREAMBLE

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.

OUR TSS VALUES

We are a TEAM.

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

We are a community of SCHOLARS

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

We are here to SERVE

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

PURPOSE OF THIS DOCUMENT

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:

Selection Criteria

- Demonstrated capacity to provide high-level administrative support to multiple stakeholders.
- Demonstrated understanding and experience in financial management /bookkeeping practices.
- Demonstrated commitment to nurturing positive relationships between staff, parents and community.
- Demonstrated excellent communication skills and interpersonal skills necessary to work with all members of the school community.

Qualifications and Experience

- Experience:
Current experience as a bookkeeper and/or in accounts payable or receivable is required, with relevant work experience in a related field highly desirable.
- Blue Card:
Must hold a valid Working With Children Check (Queensland), Blue Card.
- Subject Knowledge:
Demonstrate a strong foundation and an in-depth understanding of the financial concepts and skills.

Additional requirements:

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

DUTIES AND RESPONSIBILITIES FOR THE POSITION

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The role of Corporate Administration Officer in The Southport School holds a crucial role in ensuring the smooth operation of the corporate support for a range of external stakeholders including the Parents & Friends Association and a range of supporter groups.

This position plays a pivotal role in fostering a positive supporter environment, addressing parent concerns, and promoting parent and community engagement and achievement of school goals. Additionally, they liaise with other corporate departments, and adhere to relevant corporate policies and procedures.

Key responsibilities:

The Corporate Administration Officer role is a member of the corporate services team and therefore attendance at these meetings is required. The role of Administration Officer will:

- Foster positive relationships and collaborate with parents and support staff.
- Process all accounts payable, receivable and reimbursements, ensuring all requests submitted have the required authorisation and supporting documentation required for processing.
- Maintenance and management of Dext approval software
- Ensure all accounting practices meet annual statutory and audit obligations.
- Liaise with the supporter groups and be a central point of contact for general account enquiries.
- Liaise with the School Accountant in relation to support group accounts-based queries, enquiries and monthly reporting.
- Undertaking end of financial year reconciliations and work papers.
- Processing journals and other adjustments.
- Reconciling the bank accounts of the supporter groups on a weekly basis.
- Loading payments into NAB Connect and maintenance of bank approvers.
- Liaise with the P and F President regarding any supporter group accounting governance or practice concerns.
- Plan and deliver effective corporate support to the P&F and the subsidiary support groups in an administration capacity, assisting with navigating school policy, procedures, protocols, and compliance requirements with a focus on the financial activities.
- Provide administrative support to the P&F Executive and support groups by recording all current and updating new office bearers for each support group in relation to finance and office bearer related activities.
- Assist the P&F and Supporter Groups with event management including budgeting of proposed events, booking of venues, and all vendor invoices with attention to financial and time constraints.
- Assist with day-to-day administration of events and programs including placing orders, monitoring registration, tracking RSVPs, answering questions and resolving issues.
- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.
- Demonstrate continuous innovation and improvement to the services provided to the P and F committee and supporter group community.
- Any other duties as requested or delegated.

GENERAL DUTIES AND RESPONSIBILITIES

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.