



# The Armidale Waldorf School and Boongaia Preschool

FOR RUDOLF STEINER EDUCATION

## Management Assistant

### Primary Objective

Responsible to the School Manager the primary focus of this position is to support the School Manager and the Education Director in the effective financial management and administration of the school.

### About The Armidale Waldorf School

The Armidale Waldorf School is an independent school offering programs to children from birth until 14 years of age. The NESA approved curriculum is based on the teachings of Rudolf Steiner, whose philosophy emphasises the importance of educating the whole person – head, heart and hands.

### Key Functions

1. Financial Management
  - 1.1 Monitor, analyse and handle Debtor Accounts
  - 1.2 Assist with billing and bursaries
  - 1.3 Assist the Finance Assistant with Payroll as required
2. Projects
  - 2.1 Research project ideas and funding opportunities initiated by the School Manager and Education Director
  - 2.2 Work with the School Manager to implement
3. Reception & General Administration duties
  - 3.1 Provide welcoming, efficient and professional customer service to all families/students, visitors and staff, as well as maintaining an aesthetic and tidy office that projects the School's ethos.
  - 3.2 School Pro
    - Maintain school database Schoolpro
    - Enter new students/families
    - Generate student database reports/lists
  - 3.3 Liaise with parents as needed and handle complaints according to policy/procedure
  - 3.4 Respond to day-to-day needs of teachers, office staff and students according to scope of position
  - 3.5 Attend to any injuries/first aid needs and maintain injury register

**More than an education - a foundation for life**

278 Rockvale Road Armidale NSW 2350 • Phone: 02 6772 8876 Fax: 02 6772 8547

Email: [office@waldorf.nsw.edu.au](mailto:office@waldorf.nsw.edu.au) • [www.waldorf.nsw.edu](http://www.waldorf.nsw.edu)

ABN 33 002 811 332

- 3.6 Assist with organising school events
  - 3.7 Assist with organising staff training and course enrolments
  - 3.8 Manage and maintain all school archiving
  - 3.9 Travel and accommodation bookings
  - 3.10 Organise and maintain the filing of complaints, grievances and investigations
  - 3.11 Maintain and update Whole School Calendar on Website
  - 3.12 Prepare minutes of staff meetings
4. Education
    - 4.1 Compile and check camps paperwork including bookings, volunteer/driver agreements and risk assessments
    - 4.2 Conduct risk assessments for various school activities
    - 4.3 Organise and supervise the school's volunteer students – Freunde
    - 4.4 Organise and maintain the filing of programme evidence and student assessments for NESA
    - 4.5 Organise and maintain the filing of incident reports
    - 4.6 Organise and coordinate Music programme
  5. Other activities as determined by the School Manager and/or Education Director from time to time.

#### Skills and Expectations

- Post-secondary qualification in Office/Financial Administration and/or experience working with all aspects of office/financial administration
- Highly developed written and verbal communications skills as well as highly developed interpersonal, team and customer relations skills
- To possess a high-level ability to prioritise, organise and complete tasks
- To possess highly developed word processing skills together with an ability to manage databases
- To have an ability to work unsupervised to meet deadlines and commitments with a high-level attention to detail

#### Position Information;

This position will report to The School Manager and will be initially 15.2 hours per week.

Applications should be made to [business@waldorf.nsw.edu.au](mailto:business@waldorf.nsw.edu.au) by the 23rd February 2020