



The Armidale Waldorf School and Boongaiai Preschool

FOR RUDOLF STEINER EDUCATION

Office Administration Assistant (Part time)

Induction planned for 2020, position to commence in Jan 2021

Primary Objective

We seek an enthusiastic office administration assistant who is looking for work in a unique schooling environment and who has experience in and/ or training to meet the competing demands of a busy school office. You will have a collaborative approach and a 'can do attitude' to work.

Our School

The Armidale Waldorf School is an independent school and has been part of the Armidale community for over 30 years. Our magnificent, bush campus is a great place to work and for students to learn. The school's educational philosophy emphasises the importance of educating the whole child – head, heart and hands and is founded on the educational principles of Rudolf Steiner

Key Functions

1. Reception
 - 1.1 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.
2. General Administration duties
 - 2.1 Maintain the school Database (School Pro)
 - 2.2 Liaise with parents as needed
 - 2.3 Respond to day-to-day needs of teachers, office staff and students according to scope of position
 - 2.4 General administrative duties.
3. First Aid
 - 3.1 Attend to any injuries/first aid needs and maintain injury register as applicable.
4. Education and Teacher Support
 - 4.1 Support teaching staff with camps and excursions.
 - 4.2 Organise and supervise the school's volunteer students – Freunde.
5. Other administrative activities as determined by the Business Manager from time to time.

More than an education - a foundation for life

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Personal qualities

- Ability to priorities when needs are in competition with each other.
- Willingness to work as part of a team to get the job done.
- High attention to detail
- Professional flexibility
- Kind and empathetic

Skills (Required)

- Post-secondary qualification in Office/Financial Administration and/ or 2 years' experience working in an office.
- Demonstrated excellent written and verbal communications skills.
- Considerable demonstrated skill and experience in Microsoft applications
- Time management

Skills (desirable)

- ICT experience (web based)
- Desk top applications

Certificates and statutory matters (Required)

- Current first aid certificate
- Current and valid working with Children Check

Position Information:

1. Induction planned for 2020, position to commence in Jan 2021
2. This position will be responsible to the Business Manager.
3. It is a part time position up to 4 days per week from 8.30am – 4 pm and has stand down time during part of the school holidays.
4. Salary will be in based on a School Clerical Officer from the Independent Schools NSW (Teachers) Multi-Enterprise Agreement

If you have any questions about the role, please call the Business Manager, Steve Klipin

How to apply

Applications including a resume with 2 professional referees and 2 - 3 page application addressing the criteria may be sent to business@waldorf.nsw.edu.au or via mail by CoB 23 November 2020.