



Role and Responsibilities:

BRS Administration & Daily Organisation Manager / PA to Head of School (BRS)

Primary Role:

The BRS Administration & Daily Organisation Manager / PA to Head of School is responsible for managing the administration backbone of BRS and providing strategic support to the Head of School (HoS) and Senior Staff

Key responsibilities

A: Administration

- Provide effective & efficient admin and organization support to HoS, including telephone inquiries, typing, printing
- Organize & coordinate HoS meetings & appointments & maintain HoS diary
- Be proactive in assisting with long and short term planning
- Assemble papers for meetings, prepare minutes, monitor and follow up as required
- Writing, editing & proofing documents in line with the School's standards
- Assist in preparation of school related documents, including but not restricted to
 - school calendars
 - quarterly reports
 - handbooks, back to school information for staff and parents
- Provide admin support to SMT as required
- Develop & maintain efficient document & file management systems – hard copy & electronic
- Research &/or gather relevant data on specific directed topics
- Compile & collate relevant documentation as required
- Ensure all policies & procedures are accurate and up to date

B: Data Management

- Maintain accurate data within all school databases including:
 - SEQTA – timetabling & reporting
 - Deltalink
 - Outlook
 - School record enrollment data
 - PTO Booking & Management system
- SEQTA support (training available) in regards to report writing and distribution, timetabling and staff needs



C: HR management

- Daily organization
 - Maintain list for staff extras, daily rosters
 - Point of call for all staff absenteeism
 - Creation & dissemination of supervision roster, including collating & distributing work for the covering teachers
- Maintain records of staff leave and changes to staff status
- Manage fortnightly wage spreadsheet, maintaining accurate records and sending to payroll in a timely manner
- Maintain accurate personnel files and records for all staff, keeping all records confidential and accessible only to staff authorized to have access
- In consultations with relevant SMT members, produce and place recruitment advertisements, prepare files and coordinate interview process
- Be responsible for updating & maintaining job descriptions for all staff
- Administer induction process for new staff

D: Communication

- Liaise with admin staff across the schools to maintain communication between the admin teams
- Liaise with students, staff, parents and the community regarding appropriate issues and resolutions in a calm, professional, efficient manner
- Facilitate and provide quality and efficient communication, written and verbal, between the HoS, leadership, staff and members of the school community, actively promoting the school's values and goals
- Collect and edit content for weekly newsletter, including articles, announcements, photos and graphics

E: School functions and calendar events

- Arrangement of school events for parents, students and staff, including
 - Information Evenings, performances, graduations, school photos, immunization coordination, ticket bookings
 - Staff PD and other staff events
- Prepare invitations, awards and other relevant documentation and information for special school events and functions
- Effective and timely communication of all events
 - Community diary bookings and school calendar maintenance
 - Publicity including liaising with PR manager in relation to publicizing in the media, School Ties alumni magazine
 - Venue bookings and set up, catering, tech etc

Required skills and attributes

- Demonstrated ability to succeed in all aspects of a personal assistant role.
- Ability to function strongly as an individual and as a member of a team.
- Excellent interpersonal skills and relationship management skills.
- Strong written and oral communication skills.
- Strong organisational abilities and time management skills, able to work in a harmonious and efficient manner.
- Ability to succeed in a busy and fast paced environment, to prioritise and meet deadlines,
- Initiative, drive and strong problem solving skills with an ability to improve processes and practices.

- Ability to multi-task, handle complexity, prioritise and organise work and follow tasks through to satisfactory completion.
- Ability to stay calm under pressure, to be flexible and “regroup” to handle unexpected circumstances.
- High level computing skills including the ability to use Word and Excel at an expert level, with considerable data base proficiency and ability to quickly understand and adapt to new software
- Pursuit of excellence in every detail.
- Commitment to ongoing professional learning and growth in skills
- Integrity, loyalty and commitment to maintain utmost confidentiality and meet privacy requirements.

Reporting and Relationships:

- This role is directly answerable to the Head of BRS
- Close working relationship, ensuring smooth flow of information, between all members of the BRS Admin team
- Close working relationship with BRS SMT

Working Hours:

This role requires attendance from

- 8.15am to 4.15pm Monday to Thursday
- 8.15am to close of school Friday (2.45pm Term 2; 3.15pm rest of year)
- Half hour lunch break
- Cover Front Office Administrator lunch break

Entitlements: 4 weeks annual leave plus Jewish Festivals or as negotiated

This Roles and Responsibilities document is intended as a framework for professional review. The school reserves the right to alter roles and responsibilities to suit the leadership and management requirements at that point in time