
DATE: June 2026
ROLE: Administration Assistant
RESPONSIBLE TO: JOBSUPPLEMENTARY11
ACCOUNTABLE TO: JOBSUPPLEMENTARY14
CLASSIFICATION: School Administrative Services Level 4

PURPOSE OF THE ROLE

The Administration Assistant provides comprehensive administrative and operational support to ensure the efficient and effective functioning of the school office.

The role applies a broad range of administrative skills, knowledge, and judgement across student administration, communication, financial support, and school operational processes. The Administration Assistant is responsible for maintaining accurate records, managing administrative systems, responding to enquiries, and supporting the delivery of administrative services that contribute to the effective operation of the school.

The Administration Assistant operates under the general supervision and direction of the Office Manager - School Administrative Services Level 6, or Senior Administration Assistant - School Administrative Services Level 5, depending on the administrative structure and enrolment size of the school. The position supports the administrative functions of the school and contributes to the effective operation of the school office.

The position requires discretion, sound organisational skills, confidentiality, and the ability to work independently within established policies, procedures, and time constraints.

KEY AREAS OF ACCOUNTABILITY

The Administration Assistant is accountable for the accurate, timely, and confidential delivery of administrative services, including the following areas:

Student Administration and Records Management

- Maintain accurate and confidential student records, including enrolments, attendance, medical information, and administrative documentation.
- Monitor student attendance and follow established procedures for absence management and parent communication.
- Maintain electronic and manual filing systems in accordance with school and CEDB requirements.
- Ensure the integrity, accuracy, and security of student and administrative records.

Communication and Enquiries

- Act as a first point of contact for enquiries from students, parents, staff, and the public, responding professionally and appropriately.
- Manage incoming telephone, email, and face-to-face enquiries.
- Prepare routine correspondence, letters, and administrative communications.

- Maintain and update school communication systems, including Compass, newsletters, and the school website.

Administrative and Office Support

- Provide administrative support to the Principal, Office Manager, Senior Administration Assistant, and school staff.
- Maintain administrative registers including asset registers, key registers, and administrative records.
- Coordinate administrative aspects of school operations, including excursions, transport arrangements, and school events.
- Receive, check, sort and distribute incoming and outgoing mail and deliveries.
- Maintain school calendars and administrative schedules.

Financial Administration Support

- Assist with administrative financial processes, including maintaining records relating to invoices, payments, and school fee administration.
- Maintain accurate financial records in accordance with established procedures.
- Support the administration of school financial processes under the direction of senior administrative staff and the Principal.

ICT and Administrative Systems Support

- Maintain and update administrative systems and databases including Compass, Google applications, and other administrative platforms.
- Ensure the accuracy and integrity of administrative data.
- Assist staff with administrative use of school systems as required.

Administrative Team Structure and Accountability

- Work under the supervision and direction of the Office Manager – School Administrative Services Level 6 or Senior Administration Assistant – School Administrative Services Level 5.
- Support the administrative functions of the school in accordance with established procedures and administrative direction.
- Exercise judgement within established policies and procedures when performing administrative duties.
- Escalate complex, sensitive, or unusual matters to the Office Manager, Senior Administration Assistant, or Principal as appropriate.
- Contribute to the effective and professional operation of the school office.

General Responsibilities

- Maintain confidentiality and exercise discretion in all administrative matters.
- Prioritise and organise workload to meet operational requirements and deadlines.
- Work independently within established procedures and under general supervision.
- Maintain professional and effective working relationships with staff, students, parents, and external stakeholders.

- Undertake other duties consistent with the classification level of the position as reasonably directed by the Principal, Office Manager, or Senior Administration Assistant.

INHERENT REQUIREMENTS AND WORK ENVIRONMENT

Compliance Checks

- Working with Children Check (WWCC).
- Nationally Coordinated Criminal History Check.
- Referee checks, including a referee who is the applicant's current or most recent direct manager.

Work Environment

- Work primarily in a busy school office with regular interaction with students, parents, staff and visitors.
- Manage competing priorities, interruptions and time-sensitive administrative tasks.
- Work involves handling confidential, sensitive and financial information.
- Use computers, telephones and other standard office equipment for extended periods.
- May occasionally be required to attend other areas of the school or CEDB sites.

Physical Demands

- Frequent keyboard use, data entry, reading and screen-based work.
- Regular sitting, with periods of standing and walking around the school.
- Ability to retrieve, carry and store office supplies, files and records.
- Occasional lifting and carrying of items weighing up to 5 kilograms.

Work Health and Safety

- Take reasonable care of your own health, wellbeing and safety
- Comply with CEDB, WHS, Injury Management and Wellbeing policies and systems, including statutory obligations, so far as you are reasonably able.
- Model a positive safety culture to maintain a safe work environment and encourage others to do the same.
- Report hazards in the workplace, assist with assessments and safety control implementation

SELECTION CRITERIA / POSITION REQUIREMENTS

Knowledge and Skills

- Demonstrated administrative experience in an office environment.
- Well-developed organisational and time management skills.
- Ability to maintain accurate records and administrative systems.
- Ability to exercise discretion and maintain confidentiality.
- Strong interpersonal and communication skills.
- Ability to work both independently and as part of a team.
- Competence in the use of computer systems, including Microsoft Office, Google applications, and administrative databases.

Qualifications and Experience

- Completion of Year 12 or Certificate III in Business Administration or equivalent, or relevant experience.

- Experience in an education or administrative environment is desirable.

This position is classified as School Administrative Services Level 4 under the NSW and ACT Catholic Systemic Schools Enterprise Agreement.

The role operates under the general supervision and direction of a School Administrative Services Level 5 or Level 6 employee and applies administrative skills, judgement, and discretion consistent with Level 4 classification.

The Catholic Education Diocese of Bathurst may vary this position description, in response to the changing needs of the organisation.

Acknowledgement and Acceptance

I acknowledge that I have been provided a copy of this position description and understand the requirements of the role.

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