



Position Description –Administration Officer (Mornings)

Position Title: Administration Officer (Mornings)

Reports to: Co-principals

Key Relationships: Teaching staff, Executive Assistant & Resourcing, Enrolments Officer, families, Outdoor Learning and Play Guides

Employment Type: Part-time, five days per week (3 hours per day, during term time)

Location: Compass Independent School

About Compass Independent School

At Compass, we are more than just a place of learning; we are a community driven by shared values of being **caring, fair, open-minded** and **respectful**. We strive to create an environment where children, young people, staff and families feel supported, connected and inspired.

About the Role

Do you enjoy being a calm, welcoming presence in the morning and helping schools run smoothly behind the scenes? Are you organised, reliable and comfortable working with children, young people, families and staff in a busy environment?

The Administration Officer (Mornings) plays a vital role in supporting the daily operation of the school. This role provides front-office and student-facing administrative support each morning to help ensure that children and young people arrive safely, that attendance is accurately recorded and that families are supported during the most active part of the school day. This role suits someone who enjoys routine, responsibility and being part of a close-knit school community.



Role Purpose

The purpose of the Administration Officer (Mornings) role is to provide consistent, reliable administrative and duty-of-care support during the morning period of the school day.

The role ensures that attendance, communication, first aid response and transitions are managed accurately and calmly.

Key Responsibilities

1. Morning Front Office and Communication

- Act as the first point of contact for families and visitors each morning.
 - Answer phone calls and respond to emails during scheduled hours.
 - Support parent and carer communication regarding attendance and absences.
 - Maintain a welcoming, calm, presentable and professional front-office environment.
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2. Attendance and Student Administration

- Accurately record daily attendance and follow up on unexplained absences.
 - Maintain accurate attendance records in line with school procedures.
 - Communicate attendance information to teaching staff and leadership as required.
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3. Supervision and Duty of Care

- Support morning drop-off supervision alongside staff.
 - Assist with safe transitions for children and young people from arrival areas to learning spaces.
 - Support supervision during the transition to outdoor learning and play.
 - Work alongside teachers and outdoor learning and play guides to ensure children are accounted for during all transitions.
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4. First Aid and Student Wellbeing

- Provide first aid support to children and young people in accordance with school procedures.
 - Maintain accurate records of first aid incidents and treatments.
 - Support the care of unwell children and young people and liaise with families regarding early pick-ups.
 - Escalate concerns to teaching staff or leadership as required.
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5. Coordination and Handover

- Communicate relevant information to teaching staff and the designated Responsible Officer.
 - Ensure a clear handover of any ongoing matters when finishing for the day.
 - Maintain confidentiality and professionalism at all times.
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Skills and Attributes

- Warm, calm and professional manner with children, young people and adults.
 - Strong organisational skills and attention to detail.
 - Ability to manage routine tasks reliably and accurately.
 - Clear communication skills and confidence interacting with families.
 - Ability to follow established procedures and respond calmly to changing needs.
 - Team-oriented approach and willingness to support a collaborative environment.
 - Efficient digital skills (email, attendance systems, school platforms).
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Experience and Qualifications

- Experience in school administration, office support, customer service or a similar role (preferred).
 - Experience working with children in a school or care environment (advantageous).
 - Current Queensland Blue Card (Working with Children Check) is required.
 - First aid certification (or willingness to obtain).
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Classification, Hours and Remuneration

- **Classification:** Level 3 under the *Educational Services (Schools) General Staff Award 2020*, commensurate with experience and responsibilities.
 - **Hours:** Five days per week, **8:00 am – 11:00 am** (15 hours per week), during term time.
 - **Weeks per year:** Term time only.
 - **Remuneration:** **\$32 per hour + superannuation**
 - Remuneration will be paid in accordance with the Award and hours worked.
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Values Alignment

All staff at Compass Independent School are expected to uphold and model the school's values of being caring, fair, open-minded and respectful in all interactions with children, young people, families, colleagues and the wider community.

Child Safety Commitment

Compass Independent School is committed to child safety. Employment is subject to child safety screening, including a current Queensland Blue Card (Working with Children Check) and referee checks.