

Job Description

Job Title:	Office Manager
Job Type:	Full Time
Location:	Bunbury Baptist College
Supervisor/Manager:	Principals (Primary and Secondary)

Main Duties and Responsibilities (inclusive of but not limited to):

1. Finance

- Liaise with families to set up Direct Debits and accounts;
- Collect and receipt all money from but not limited to payments, grants, funding, donations, fund raising etc. for the purpose of completing transactions and securing funds;
- Maintain and monitor budgets, financial records and reports. Give a copy of the department budgets to each Principal each month;
- Reconcile account balances for assigned budget categories including College credit card;
- Complete End of Month processes including reporting data to Principals
- Compile data from a variety of documents (e.g. Timesheets, budget reports, specialised reports, personnel records for the purpose of processing data in compliance with financial, legal and or administrative requirements;
- Complete Payroll processes, ensuring all timesheets, leave forms and other relevant payroll documentation are appropriately completed, verified and approved;
- Purchasing following Principals/College Board approval;
- Complete reimbursement processes;
- Assist Principals with financial information for contracts and revisions of salary structure for staff;
- Distribute invoices to Principals for payment approval;

2. Government Uploads

- Collect, collate and input data for state and federal uploads including Census, Student ACARA Uploads, State Statistics and any other periodic uploads as stipulated by the authorities (Department of Education etc.);

3. Administration Staff

- Train, mentor and supervise office staff;
- Oversee day-to-day office workload for the purpose of ensuring the completion of activities in an accurate and timely manner;

4. TRBWA

- Monitor staff information on TRBWA website, including check of new staff, ensuring that all legal requirements/qualifications etc. are maintained and informing Principals of any changes;

5. Reporting

- Liaise with Principals and IT Department to set up/update and generate Intermin and Semester report templates;
- Generate reports after final check by Principals;

6. NAPLAN

- Liaise with Primary Deputy Principal who will oversee NAPLAN;
- Organise and prepare all resources required to complete NAPLAN;

7. Term Calendar

- Principals to collate information from staff and forward information to prepare Term Calendar for Staff Calendars and Parent Planners;
- Distribute Term Calendar in the first week of Term;

8. Grants

- Liaise with Principals in relation to Grant writing;
- Reconcile all accounts and complete follow up documentation in relation to Grant funding;

9. MAZE

- Complete end of year Rollover on MAZE;
- Liaise with relevant staff for any matters pertaining to Rollover (finance or enrolments);

10. Confidential Typing

- Prepare confidential typing/documents at the Principal's discretion. Documents are to be signed by Principal, personally where requested;

11. Parents & Guardians Group

- Liaise with Chair-person of PGG in relation to all monies and financial matters of the PGG;

12. School Diaries

- Liaise with the school Principals and Publisher re: updating the following year's school diaries;
- Place order for the appropriate number of diaries (check with enrolments);

13. End of Year Awards (see checklist)

- Assist Events Coordinator with End of Year Awards Night(s);
- Assist Principals with the effective running of the Awards Night Ceremony;

14. Advertising for New Staff

- Organise advertising for new Staff on SEEK or desired forum at Principals' request;
- Send written correspondence/contracts to successful applicants following Principals' appointments;

Other Responsibilities

- Administer First Aid and prescription medication to students when Student Services is not available;
- Procure supplies and materials for the purpose of maintaining availability of required items;
- Monitor a variety of activities on behalf of Head Office (e.g. Finance, Workers compensation Injuries);
- Assist and monitor special projects at Principal's discretion;

Communications:

- All emails from the Administration inbox to be sent to the principals as well as any other relevant emails;

Qualifications, Skills and Experience:

- Working with Children Check (willing to obtain if not already a current holder);
- First Aid (willing to obtain if not already qualified);
- Driver's License;
- Intermediate Microsoft Office Skills (Word, Excel);
- Maze (preferable, not essential);
- Excellent verbal and written communication;
- Flexible and able to adapt to different demands from one moment to the next as needed;
- Confident working around different aged children and adults/parents;
- Must maintain an exceptional level of professionalism and confidentiality at all times;
- Interactions with staff/ parents and students must be respectful and courteous, displaying a Christ-like attitude at all times;
- Set a good example of Christian living in the School and in his/her private life;
- Be able to work collaboratively with other staff members and build positive relationships with others;
- Administration Staff are not to produce/copy other work for teachers other than that which is approved by the Office Manager or Principal;
- Please note that failure to adhere to the requirements of this Job Description will be considered a breach of contract.