



## POSITION DETAILS

Position Title:	<b>ADMINISTRATION MANAGER</b>
Award:	Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Department:	<b>Middle School Years 7 to 9</b>
Work arrangement:	4 days per week, during school term time + additional days when required
Date Established:	
Date Updated:	May 2026
Reports to:	Head of School
Direct Reports:	Nil
Position Holder:	<b>Vacant</b>

## KEY OBJECTIVE(S)

The Administration Manager plays a key role in providing high level administrative support to the sub-school, acting as a central point of contact for staff, students, and school community. This position is also responsible for performing a wide range of administrative duties including the management of student attendance and ensuring the accuracy and integrity of student records.

## CHILD SAFE STATEMENT

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment.”

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## CONFIDENTIALITY

This position will come across confidential information. Therefore, a confidentiality agreement is required.

## COMMUNICATION

Internal	Staff and Students
External	Parents, visitors and external providers.

## KEY ACCOUNTABILITIES

### Student Services Reception

- Serve as a primary point of contact for students and parents/carers, responding promptly to daily enquiries and requests for assistance
- Receive and direct all incoming calls on a multiline phone system, taking messages and distributing all messages efficiently to relevant staff and others within the School
- Receive and greet visitors professionally, answering general questions where possible and referring specific enquiries to other staff where appropriate
- Ensuring that all visitors sign in appropriately and are given a visitor identification badge
- Ensure the ongoing tidy and professional appearance of the service and waiting areas



### Administration

- Prepare of documents, ad hoc reports and undertake photocopying, printing, binding, collating, distribution and filing of documents in accordance with the School style guide
- Manage the Head School's calendar and schedule appointments
- Preparing and distributing correspondence, notices, and other communications
- Assisting with the organisation and coordination of student events and activities
- Enter and maintain data in School databases and systems
- Ensure that student files are maintained to a high level
- Assist in the preparation and compilation of handbooks, curriculum documents, and student diaries
- Assist with the preparation, production and distribution of academic reports

### Student Attendance

- Ensure student attendance is completed daily and accurately maintained
- Follow up unexplained absences by contacting parent/carers as required
- Record student absentee data as advised by parents/carers
- Process student extended leave request forms and advise staff of upcoming approved absences
- Provide attendance reports to academic and wellbeing teams as requested
- Sign students in and out as required throughout the day ensuring communication has been received from parent/carer in the form of email, note or phone call

### Events and Activities Coordination

- Assistance with organisation school events such as Presentation Day, Enrolment and Orientation Days, sports carnivals, camps, and parent sessions
- Attend and assist with event setup, coordination, and execution
- Assist with school calendar planning of events and activities
- Organise and record parent teacher interviews.
- Prepare roll marking and attendance for excursion, camp and student events
- Manage key events as determined by the Head of School

### **WORK HEALTH AND SAFETY**

- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety (WH&S) consultation process by discussing WHS issues with the Property Manager, Facilities & Services Coordinator, Business Manager and the WH&S Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others.
- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment.



## SPECIAL CONDITIONS

- Physical demands in the role may include lifting, movement, travel, talking, seeing/inspecting, standing/sitting
- Environmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.
- May need to be available outside of normal work hours

## PERSON SPECIFICATION

### EDUCATION/PROFESSIONAL MEMBERSHIPS

- Qualifications and experience appropriate to the role
- Current Working with Children's Check (WWC)

### EXPERIENCE

- Previous experience in a similar administrative role within a school or educational institution is desirable
- Experience in a corporate or commercial environment with demonstrated organisation, communication, and multitasking skills.

### ABILITY

- Ability to organise and prioritise multiple tasks
- Ability to work independently and in a team
- Ability to display initiative and exercise judgement
- High level of confidentiality and discretion
- Excellent interpersonal skills for close liaison with students, teachers and parents
- Sound written and verbal communication skills
- Demonstrated organisational and time management skills
- Ability to use initiative and adapt to various situations in a timely manner

Signed:

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Date

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Jacki Lynch – Head of Middle School

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Date

*Please return signed document to Human Resources*