

## **Administration Officer**

### **Background**

Amanah Institute is a dynamic after school hours Madrassah operating at the Kuraby Mosque providing high quality holistic Islamic education.

Our Institute motto is '**Education for Transformation**'. It is the pursuit of transformation for all stakeholders in the education process that sets high expectations on staff, teachers and students.

All staff are part of the Amanah team and therefore need to be extremely motivated and focused on the higher purpose of their role. Staff are expected to embody this philosophy in their professional practice.

### **General Expectations of this Role**

The Administration Officer is the first point of call for the Institute. The role requires that the day-to-day administrative requirements of the Institute are addressed and maintained.

The role is a part time permanent position from 20 - 24 hours per week. 2.00 pm – 6.45 pm from Monday – Friday.

### **Key duties**

We are searching for a bright, dynamic, organised and professional office administration officer to join our team and work together toward realising our Institute vision.

You must have a solid background in office administration and be able to perform the following duties:

#### **Interpersonal**

- Answer all phone calls
- Be the first point of contact for all visitors and ensure that all enquiries are attended to promptly
- Attend to all parent/teacher/student enquiries
- Take all messages
- Organise relief for absent staff

#### **Correspondence**

- Collect mail
- Manage correspondence to all stakeholders, namely parents
- Perform general clerical duties including: data entry, copying and faxing
- Create and distribute all communication to all students
- Ensure all classrooms are opened daily
- Check all emails daily and respond promptly
- Manage all appointments
- Setup of Parent/ Teacher interviews
- Support teachers on a daily basis
- Maintain school administration software
- Maintain all student/teacher files
- Manage yearly calendar for all staff
- Complete 2 semester reports
- Prepare all re-enrolments/new enrolments
- Assist with new teacher orientation and induction
- Ensure all teacher/staff Blue Cards are in order
- Prepare and setup student orientation
- Update the ongoing operational manual
- Prepare Amanah Institute Newsletters
- Update and maintain Amanah Institute Facebook
- Attend and assist with Institute staff meetings
- Print and photocopy teacher preparation for class
- Setup and pack up Applied Islam classes in the Masjid
- Maintain all student numbers and correspond with Principal
- Taking minutes for staff meetings and sending to the principal for distribution

## **Finance**

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- Maintain teacher timesheet weekly
- Maintain and follow up student fees
- Bank all Amanah Institute monies
- Sending and maintaining all Membership statements
- Seek quotes and follow up as required

### **Events**

- Organise all events held by the Institute
- Book venue and correspond with Principal

### **Accountability**

- Administer First Aid to students, staff and visitors on site as required
- Follow OH&S procedures
- Conduct with the assistance of the Principal lockdown/fire evacuation procedures

### **Essential**

- Attention to detail, self-directed, highly motivated, reliable
- Minimum 4 years Office management experience
- Experience with office management systems – Web based operating systems
- Advanced computer skills including in excel, word and outlook
- Current First Aid qualification
- Excellent English communication skills both written and oral
- Excellent time management skills
- A friendly but professional disposition that is comfortable in a busy office

We would be delighted to hear from you.

**Please do not apply if you do not have the relevant experience.**

Please send your CV to [principal@amanahinstitute.org.au](mailto:principal@amanahinstitute.org.au)