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## **PRIMARY SCHOOL OPERATIONS ASSISTANT ROLE DESCRIPTION**

### **Role Purpose**

The Primary School Operations Assistant is a key member of our Primary School administration team. They provide support to the Deputy Head of Primary - Operations in all things relating to the Primary School, including attendance, camp/excursion organisation, event management, data entry, and supporting a variety of projects relating to the general life of the school.

This is a full time, permanent position that works all year round, with the exception of the school closure period over December/January. Other leave is available throughout the year during the school holidays by mutual agreement.

The hours are 8.30am to 4.30pm, Monday to Friday. Flexibility may be required in instances where children have not been picked up by parents, early departures or late arrivals from events etc.

### **Reporting Lines**

The Primary School Operations Assistant will report to the Deputy Head of Primary - Operations (DHoPO).

### **Key Responsibilities**

The Primary School Operations Assistant will be responsible for:

#### **Student Services**

- Supporting the attendance process for the Primary School including bulk absence entries, creating custom rolls, student leave requests, confirmation of correct leave types in conjunction with the Head of Primary, attendance tracking and communication with parents.
- Assisting on Reception from 8.30am - 10am daily to facilitate the efficient sign in of students and ensure roll marking has taken place, and 3.30pm - 4.30pm daily to support any students who have not been collected.
- Main back up for reception including daily lunch cover and ad hoc support as required.
- Back up for the [primaryoffice@emanuelschool.nsw.edu.au](mailto:primaryoffice@emanuelschool.nsw.edu.au) email inbox.

#### **Primary School Operations**

- Management of calendar entries and variations to routines (VTR) including online permissions, liaising with teachers, bus bookings, notifications and follow up to parents.

- Support for the extra-curricular program including entries onto TASS, in school calendar and reports.
- Diary management for DHoPO, including internal and external meetings.
- Assisting with communication to staff, parents and external parties.
- Project management with DHoPO relating to various aspects of school life, including but not limited to day to day organisational aspects of the school, for example, Parent Teacher Night, BBQ days, camps and excursions.
- General administration duties to support the DHoPO in relation to aspects of school life, such as event management, communications, calendar management, OOSH, WHS, meetings, and communication with maintenance and the cleaners on issues relating to the Primary School.
- Set up required for the new school year including preparation of go with the flow tags, processing student leadership roles,
- Supporting fundraising activities including working with students and finance to collect, count and bank money, ensuring safe cash handling policies are followed.
- Inputting VTR information relating to DHoPO role and responsibilities.
- Purchasing of equipment relating to your remit including liaising with finance relating to credit card reconciliation and invoicing.
- Walking around the school to distribute uniform orders and other goods, locating students or passing on urgent messages to teachers.
- Providing support for the school nurse when they are closed or otherwise busy.
- Other duties as required to support the Primary School including lost property, preparing sandwiches in advance for children who have forgotten their lunch.
- Other tasks reasonably requested by the Principal, Head of Primary or DHoPO.

The Primary School Operations Assistant is a member of the wider administration team of the school. In particular, they will work closely with the Executive Assistant to the Head of Primary and the PA to the Deputy Heads of Primary (Wellbeing and Teaching and Learning). This team supports each other and works collaboratively to ensure the smooth running of the whole School.

### **Experience and skills required**

The experience and skills required for this position are:

- 5+ years' experience in an administrative or operational position, ideally in a school.
- A customer-service focus and a can-do attitude
- Ability to work calmly under pressure
- Confidence and professionalism in liaising with staff, students, parents and external providers at all levels
- Excellent organisational skills
- Ability to work independently, manage time effectively, and handle multiple priorities in a fast-paced environment.
- Maturity and diplomacy in handling sensitive issues
- High level confidentiality
- Ability to use initiative
- High level attention to detail
- An appreciation of children of all ages and the ability to engage with students of all ages

- Excellent computer skills, including high level knowledge of Office and Google Apps. Knowledge of School Management Systems (e.g. TASS) would be advantageous.

The successful candidate must hold a valid Working With Children Check (WWCC) in accordance with the Child Protection (Working with Children) Act 2012.

### **Emanuel Employee Qualities & Attributes**

Emanuel staff are highly competent, passionate and engaging. They ensure the best possible learning environment for students and are committed to their own continued growth as professionals.

As an Emanuel employee, it is expected that you possess the following qualities and attributes:

- A passion for continually improving your practice and a commitment to ongoing professional learning.
- Capacity and desire to make a positive contribution to the wellbeing of students and fellow staff.
- Demonstrated strong interpersonal and communication skills and the capacity to develop and sustain productive relationships within the school community.
- Generosity in sharing your expertise with colleagues, and an openness to welcome observations and feedback from other staff.
- Support for the ethos of the School with a willingness to make a significant contribution to the life of the School.
- A team player who is keen to work with colleagues to best meet the learning and wellbeing needs of individual students.

### **About Emanuel School**

Emanuel School is committed to providing co-educational excellence in a Pre-school to Year 12 continuum. We value the individuality of all students and encourage the development of their special interests and talents. Our objective is to extend our students to the best of their ability, and to foster a love of learning, a strong sense of community and a pride in their Jewish heritage.

Emanuel School is small enough to provide an individual, nurturing environment and large enough to provide a wide range of subjects and opportunities for our students. Emanuel School is a dynamic learning community within an intimate learning environment delivering strong academic outcomes.

The School occupies the Stanley Street site with around 880 students from Preschool to Year 12, comprising a two-stream K-4 and three streams thereafter.

The School's commitment to excellence, quality, service and value ensures that it continually improves the delivery of all its programs for the benefit of its students. There are many opportunities for students to participate in a wide range of activities and students have a

strong commitment to community service. We strive to create an environment in which genuine acceptance and understanding can develop. These concepts are reflected in the School motto “Mind, Spirit, Being”.

Emanuel School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Emanuel has zero tolerance for child abuse.

### **Values & Jewish Life**

Emanuel is a Jewish Community School that nurtures a commitment to Jewish community, heritage, ethical living and the State of Israel. We do this through a commitment to egalitarianism, pluralism, coexistence, tradition, mitzvot, Torah and Hebrew. We do so as Jewish, Australian and global citizens. In particular we value:

- Excellence
- Perseverance
- Lifelong love of learning
- Respect
- Integrity
- Responsibility
- Compassion
- Generosity
- Justice
- Community

At Emanuel, we welcome staff and students of all backgrounds and religions. Applications are made without reference to a candidate’s religion.

### **Emanuel seeks to be a child safe school**

Emanuel School is committed to promoting the safety, welfare, and wellbeing of our students as our paramount priority. We seek to maintain a preventative, proactive and participatory approach to child safety, promoting student voice and agency.

Emanuel School has zero tolerance for child abuse and has established systems and policies to protect children, while in the School’s care, from abuse and to promote physical, emotional, and cyber safety. The protection and wellbeing of students is the responsibility of all members of the Emanuel School community, and encompasses:

- a duty of care to ensure that reasonable steps are taken to prevent harm to students which could reasonably have been foreseen
- obligations under child protection legislation.

Emanuel School welcomes and celebrates diversity and remains committed to promoting the safety of every child.