

**SCHEDULE OF DUTIES**  
**ADMINISTRATION ASSISTANT**

**1. SUPPORTING STUDENTS AND FAMILIES**

- Caring for students who are unwell or injured
- Interacting and supporting students and parents re enrolments, general inquiries, attendance etc

**2. CLASS/STAFF ROOM DUTIES**

- Preparation of morning tea and end of term lunches
- Keeping staffroom tidy with help from Release Teachers
- Cleaning of coffee machine in staffroom every morning
- Supervision of dish monitors
- Photocopying i.e. BOT newsletters, administration, Teachers notices to parents
- Laminating

**3. RELIEVING RECEPTION DUTIES**

- Relieving reception during morning tea breaks - Monday to Friday as required
- Relieving reception for 1 hour at lunchtime - Monday to Friday

**4. SMS - ASSEMBLY**

- Data entry – enrolments, leavers
- Data base maintenance
- Billing (donations and receipting)
- Preparing class lists and reports
- Preparing roll overs and returns
- Any other related 'Assembly' activity

**5. TYPING**

- Staff Meeting Minutes
- Any other 'typing overload' as necessary to ensure school office functions effectively

**6. GENERAL**

- On-line shopping for staffroom
- Ordering of paper for photocopy room
- Photocopier maintenance
- Sickbay duties