

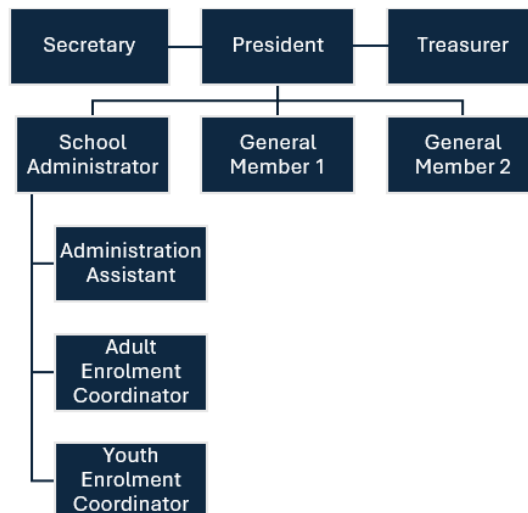
Administration Assistant - Position Description

Position Description	Administration Assistant
Reports To	School Administrator
Prepared	July 2025
Hours	5 hours per week

Position Purpose

Reporting directly to the School Administrator and the BGLS Management Committee, the Administration Assistant supports the efficient operation of the school by managing administrative tasks, maintaining accurate records, and providing essential support to staff, students, and the school community.

This role ensures the smooth functioning of daily school operations, financial management, and staff coordination, contributing to a positive and productive educational environment.



Key Accountabilities

- **Staff and Operations:** Manage staff documents, daily operations, and resource allocation;
- **Finance and Data:** Handle financial tasks, analyse data, and improve operations;
- **Expansion and Events:** Grow membership, coordinate events, and manage marketing; and
- **Compliance and Safety:** Ensure policy compliance and manage safety incidents.

Key Responsibilities

Staff Management

- Distribute and collate staff members' employment documents;
- Maintain and update Staff Register of Qualifications and Award Levels;
- Update BGLS Staff Handbook; and
- Maintain BGLS Leave Calendar for Enrolment Coordinators and Teachers.

Operational Management

- Facilities bookings & maintenance for St Peter's Lutheran College & Communify Paddington.

Financial Management

- Reconcile bank accounts & create invoices for Square receipts to Xero;
- Pay bills as and when required, ensuring appropriate paperwork is attached;
- Refund expenses to Committee Members and Employees as required;
- Prepare payroll and superannuation - monthly;
- Prepare BAS quarterly;
- Manage school inventory and stock takes;

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- Prepare initial responses to audit and accountant enquiries;
- Prepare profit and loss, and balance sheet reports, for committee members, and identify items that are unusual or require explanation;
- Ensure pricing for classes and stock is kept updated in Xero;
- Respond to ad-hoc requests for more information from the Management Committee;
- Provide bookkeeping support to Laternenfest, Osterfest and other fundraising activities as required;
- Update and maintain the BGLS Square site; and
- Work with the treasurer to regularly review course fees and sustainable class sizes.

Events Management

- Work with the Management Committee and School Administrator to engage Professional Services (e.g. Events Coordinator) and relevant Sub-Committees for BGLS based events such as Laternenfest, Osterfest, Weihnachtsfeier, Brisbane German Week.

Marketing and IT

- Leadership in supporting the Management Committee in developing and maintaining effective working relationships with external stakeholders as far as these may contribute to the marketing of BGLS services; and
- Liaise with the website manager on behalf of the Management Committee and School Administrator regarding required updates to the website.

Professional Services

- Engagement and management of Professional Services, e.g. Accountants, Auditor, HR Company.

Leadership and Collaboration

- Report directly to the School Administrator;
- Provide support to all sub-committees;
- Collaborate with the school leadership team, i.e. School Administrator, BGLS Management Committee and other stakeholders to implement effective policies and programs.

Communication

- Communicate effectively with parents, students, staff, and the wider school community.

General Expectations

- Manage general office duties including email correspondence, maintaining records, and schedules;
- Comply with all company policies, processes and procedures;
- Willingness to embark on Professional Development, as required.
- Demonstrate honesty, enthusiasm, integrity, punctuality and reliability; and
- Apply initiative and discretion.

Quality, Safety and Environmental Control

Policy and Compliance

- Update the school Environmental Health and Safety policy and ensure the school complies with all relevant policies and regulations, including those from governing bodies;
- Coordinate First Aid training for staff;
- Maintain the Injury/Illness/Incident register; and
- Manage all Injury/Illness/Incidents in a professional and timely manner.

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Student Safety

- Collate and monitor Blue Card data for all staff, including linking staff to the BGLS Blue Card register via the Qld Government Portal; and
- Payment of renewals for staff who meet BGLS employment criteria.

Desired Qualifications, Skills and Experience Required

- Qualification in Business Administration, Finance, or a related field;
- Previous experience in an administrative role, ideally within an educational or not-for-profit setting;
- Strong understanding of education business principles;
- Excellent communication and interpersonal skills;
- Ability to support the implementation of innovative solutions;
- Demonstrated ability to work autonomously and as part of a team;
- Flexibility in the approach to managing competing timelines and tasks; and
- High professional standards and the ability to present a professional image of BGLS.

Core Competencies

- Demonstrated understanding of Regulatory parameters related to educational and not-for-profit settings;
- Sound knowledge of Xero Accounting software;
- Sound knowledge of Square;
- Ability to manage and maintain business knowledge through developing, reviewing, supporting and implementing innovative solutions and ideas;
- Demonstrated ability to act with honesty and integrity; and
- Ability to communicate effectively and take responsibility to perform as a valued team member.

Key Performance Indicators

Area	Objective	Measure	KPI
Staff Management	<i>Distribute and collate staff documentation.</i>	<i>Timeliness of document distribution</i>	<i>100% of employee documentation distributed and collated within 10 business days.</i>
	<i>Maintain and update employee registers of Qualifications and Award levels.</i>	<i>Current and accurate Staff Register</i>	<i>100% of employee qualifications and Award levels are accurately updated in the register.</i>
Financial Management	<i>Reconciliation of accounts to Xero.</i>	<i>Financial Accuracy</i>	<i>100% of financial transactions are completed with accuracy.</i>
	<i>Maintain BGLS Square site.</i>	<i>Up to date & accurate information, pricing etc on BGLS Square site</i>	<i>100% of information on Square site is up to date.</i>
Policy Compliance	<i>Ensure adherence to all relevant policies and regulations.</i>	<i>Number of policy compliance checks conducted</i>	<i>Conduct policy compliance checks each term.</i>

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Office Management	<i>Effeciently manage office duties and administrative tasks.</i>	<i>Timeliness and accuracy of administrative tasks.</i>	<i>Complete administrative tasks on time with accuracy.</i>
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Throughout the year, staff are invited to volunteer at BGLS events as part of fostering a strong school community e.g. Laternenfest, Weihnachtsfeier, Osterfest.