

# Junior School Administration & Student Support Assistant

## Purpose and Outline of Role

The Junior School Administration & Student Support Assistant is a key member of the Junior School team, providing administrative, operational and practical support to ensure the smooth day-to-day operation of the Junior School. The role supports staff and students across a broad range of areas, including classroom preparation, events, student supervision, reception support and general school operations.

## Reporting Relationships

The Junior School Administration & Student Support Assistant reports ultimately to the Principal and directly to the Assistant to the Head of Junior School & Junior School Administration Coordinator. On a day-to-day basis, the role may also take direction from the Director of Curriculum (K-6) and works closely with the Junior School Receptionist.

## Employment Basis

This is a permanent full-time position during term time only (including staff days). The working hours are Monday – Thursday, 9.00am – 5:00pm and Fridays, 9.00am – 4:30pm.

## Key Responsibilities

The following list outlines the key responsibilities associated with this role. At times, the role may also be required to support the wider school community. Additionally, the Principal (or delegate) may assign further duties as needed.

### After-School Cocurricular Supervision

Actively supervise Kindergarten to Year 6 students prior to the commencement of after-school activities. This includes supervising students while changing into sports uniforms, ensuring appropriate behaviour, assisting students to organise their belongings, and supporting the orderly handover of students to teachers, coaches or instructors.

### In-class Support

Provide support to classroom teachers as required, particularly the Visual Arts Teacher, including setting up activities, cleaning art equipment, mounting artwork and preparing displays.

### Print Room

Assist staff with the preparation of teaching and learning resources, including binding, laminating, filing, photocopying and distributing classroom materials. Monitor stationery supplies and assist in ensuring photocopiers are operational and adequately maintained.

### Events

Assist with the preparation and delivery of Junior School events, including but not limited to, the Grand Friends' Book Fair, Art Show, Speech Day, Information Evenings, School Birthday, Foundation Day Service, Easter Service and ANZAC Day Service. Attend School sports carnivals and undertake allocated duties as required.

### Lunch Orders

Oversee the delivery and distribution of student lunch orders, ensuring lunch baskets are clean and clearly labelled. Support students who do not have lunch by arranging appropriate food and notifying the relevant class teacher and/or parent.

### Reception

Provide reception coverage during the Junior School Receptionist's morning tea and lunch breaks and during periods of leave or absence. Act as the primary point of contact between 4:15pm and 5:00pm to assist with student supervision, first aid or injury-related matters, and other urgent issues as required. Liaise with parents and carers as needed, including accessing contact information through Sentral.

### First Aid

Provide first aid support for minor incidents and maintain ice packs and First Aid supplies. Conduct audits of First Aid kits during the final week of each term and coordinate the ordering and restocking of supplies through the Business Office. Assist class teachers with student illness and personal care matters as required.

### Lost Property and Period 5 Maintenance Check

Conduct daily checks of the School campus, collecting lost property, returning labelled items to students and forwarding unnamed items to Reception. Undertake a daily Period 5 campus presentation and maintenance check to ensure learning spaces remain tidy and presentable, and log maintenance requests through the Queenwood Work Request Portal as required.

### Canteen and Laundry

Ensure the canteen and laundry areas are adequately stocked with catering and cleaning supplies and maintained in a clean and orderly condition. Manage the washing of sports bibs and art smocks as required.

### Staffroom Duty

Assist in maintaining a clean and organised staffroom kitchen, including monitoring basic supplies, emptying dishwashers and assisting with coffee machine troubleshooting as required. Clean refrigerators at the conclusion of each term

### Bus Driving

Drive Queenwood minibuses (8- and 12-seater vehicles) as required and in accordance with licensing and safety requirements.

### Other

Undertake playground, car park, bus or any other duties as required

## Personal Attributes

- Calm, warm, collegial, and professional demeanour.
- Confident, flexible, 'can-do' approach with the ability to respond professionally and resourcefully to the unexpected.
- Excellent written and oral communication skills.
- High level organisational and planning skills with strong attention to detail.
- Outstanding work ethic, including a willingness to work flexibly when required.
- Demonstrated initiative, sound judgement and resilience.
- Ability and willingness to evaluate and critically reflect upon own professional practice.
- Ability and willingness to contribute positively to the wider life of the school and support its values.
- Genuine and demonstrable commitment to educational excellence and an empathy with the ethos and ideals of Queenwood.

## Qualifications

- Current Advanced First Aid qualification, or willingness to obtain.

## Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

## Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

## Applications

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: [Employment Non-Teaching Form](#)
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will be reviewed as they are received, and interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

### **Statement of Commitment to Child Safety and Wellbeing**

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions. Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.