

Position Description: Administration Officer

Position Details

Position	Administration Officer
Team	School Services & Education Services
Reports to	School Services Manager
Direct reports	N/A

Position Summary

The Administration Officer provides support to both the School Services and Education Services teams, contributing to the effective delivery of programs and services to Queensland's independent schools and early childhood services. This role requires organisational skills, attention to detail, and the ability to work efficiently across multiple tasks and projects in a collaborative team environment.

The Administration Officer provides administrative support including data collection and integrity, financial tracking, member communication, and event coordination, supporting initiatives across kindergarten and early childhood, targeted funding, school governance and curriculum leaders.

Relationships

Key internal relationships	<p>School Services Manager</p> <p>Early Childhood Advisor</p> <p>Education Services Manager</p> <p>Education Services and School Services team members</p> <p>ICT Team</p> <p>Finance Team</p>
Key external relationships	<p>Leaders, teachers and staff in ISQ member schools, other stakeholders where relevant</p>

Responsibilities

The position is responsible for, but not limited to:

- Collecting, tracking, and maintaining data and other information from member schools and early childhood services, to support the delivery of ISQ programs and activities.
- Assisting with the development and maintenance of project documentation (e.g., Kindy Hub Portal).
- Coordinating and supporting online and face-to-face training, meetings, and events, including scheduling, venue liaison, material preparation, and on-site coordination.
- Managing and maintaining participant resources, databases, and certificates for the ISQ Governance program.
- Developing and managing internal and external Microsoft Teams, Teams sites, and SharePoint sites to support program delivery (e.g., Kindy Hub Portal).
- Monitoring and responding to relevant email inboxes and Microsoft Teams groups, ensuring timely communication and updates.
- Assisting, preparing, and sending communications via Electronic Direct Mail (EDM) tools and individual emails.
- Providing general support as well as event support for the Education Services team as required.
- Establishing and maintaining rapport with members and other internal and external stakeholders.
- General administrative support as required.
- Other duties as directed from time to time, including regular cover for reception.

Requirements

Knowledge and experience	<p>Experience working with multiple workflows</p> <p>Demonstrated organisational skills</p> <p>Experience across Microsoft applications, including Word, Excel, Teams, and SharePoint</p> <p>IT/Word processing abilities</p> <p>Experience working with, or in, schools and/or early childhood services</p> <p>An understanding of, or experience with a Child Care Management System (CCMS)</p>
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Qualifications and licenses	Relevant tertiary/TAFE qualification
Skills and attributes	<p>Collaborative and professional communication skills</p> <p>Enjoys being part of a Team</p> <p>Effective time management, organisation and communication skills</p> <p>Attention to detail</p> <p>Willingness to learn and take initiative</p> <p>Responsive and proactive</p>

APPROVED BY: CEO
DATE: