



# WILD CHERRY SCHOOL

For Waldorf/Steiner Education

ABN 67 979 556 082

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July 2021

## POSITION DESCRIPTION

<b>Position Title:</b>	School Support Officer
<b>Classification:</b>	Remuneration is commensurate with experience as per <i>Educational Services (Schools) General Staff Award 2020</i> and inclusive of any above award payments as generally applied by the school
<b>Grade:</b>	School Administration Services Grade 3
<b>Reports to:</b>	School Leader
<b>Direct reports:</b>	N/A
<b>Employment type:</b>	Full-time or as negotiated
<b>Contract period:</b>	3 years, immediate start
<b>Hours:</b>	Mon – Fri 8am-4.06pm including 30min unpaid lunch break as per award
<b>Probation period:</b>	6 months

### 1. Organisational Overview

#### Our Story

Established in Bairnsdale in 2013, Wild Cherry School is an independent, co-educational primary school offering prep through to grade six, kindergarten, and playgroup.

Our educational approach is founded on the child development principles devised by Rudolf Steiner, one of the most original thinkers of the twentieth century. His writings cover a wide range of subjects, including biodynamic agriculture, science, medicine, arts, social reform, and of course, education.

Wild Cherry School is an inspired educational choice. Our curriculum is broad and sensory-rich and aligns with the Australian Steiner Curriculum Framework based on the Australian National Curriculum.

#### Our Purpose

Our purpose is to nurture the whole child through a holistic education that encourages curiosity, creativity, bold questioning, positive social consciousness, and a connection to the natural world.

#### Our Vision

We strive to educate and support the development and potential of each individual child, whilst fostering a creative and ethical community.

#### Our Values

- Fostering a desire in our students to aim for academic and artistic excellence by providing them with a rich, diverse, and integrated curriculum.
- Inspiring the children with a lifelong love of learning, a morality that strives for goodness, an appreciation of beauty, and a pursuit of truth.
- Developing children's trust and respect for themselves, each other, the broader community, and the earth.

## 2. Position Overview and Purpose

The School Support Officer's primary responsibility is to be the friendly front-of-house person and provide support to staff, students, their families, and visitors to the school. This includes welcoming visitors and guests, answering telephones, responding to enrolment enquiries, managing school and kindergarten enrolments and data, and pro-actively assisting with general admin tasks.

The School Support Officer reports to the School Leader and works in collaboration with other staff under guidance of the School's values, policies, and procedures. The position requires a cheerful manner, great attitude, ability to multi-task and prioritise, high level organisational and time management skills, and a desire to work in a Waldorf/Steiner educational setting. An understanding of our school's ethos is essential as is fostering positive and professional relationships with the whole school community.

## 3. Key Responsibilities, Tasks, and Outcomes

Key Responsibilities	Tasks	Outcomes
<b>General Administration</b>	<ul style="list-style-type: none"> <li>• Warmly welcoming parents, visitors, and guests, directing them appropriately and following up enquiries as needed</li> <li>• Performing general front-of-house and clerical duties, including but not limited to receiving and direction telephone calls, creating documents, managing correspondence, filing, photocopying, and mail distribution</li> <li>• Fielding and attending to enrolment enquiries and liaising with staff re school tours and new student orientation</li> <li>• Communicating professionally with School stakeholders</li> <li>• Maintaining enrolment packs and relevant information documents</li> <li>• Receiving, entering, and keeping up to date school and kindergarten enrolment information and ensuring all necessary data filing is complete and current</li> <li>• Assisting with the production of student reports</li> <li>• Producing incident reports, permission forms and letters in liaison with staff</li> <li>• Maintaining appropriate filing systems of hard copy and digital documents as per school policy</li> <li>• Collecting from post office and processing incoming and outgoing paper mail</li> <li>• Monitoring, responding, and forwarding Wild Cherry electronic mail</li> </ul>	<ul style="list-style-type: none"> <li>• Supports School Leader, staff, families, and visiting professionals as needed and in a professional, friendly way</li> <li>• Maintains professional office standards and actively seeks improvements to processes and procedures</li> <li>• Manages enrolment data and enquiries timely and per statutory requirements</li> <li>• Creates and modifies various documents using Microsoft Office</li> <li>• Maintains web-based marketing channels</li> <li>• Produces school communication and advertising and marketing documents professionally and timely</li> <li>• Keeps School shop attractive and well stocked</li> <li>• Actively seeks professional development relevant to role</li> <li>• Keeps abreast of technology and application use and demonstrates a willingness to learn new skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Booking and liaising with contractors and visiting professionals</li> <li>• Assisting with bookings and travel arrangements for camps, excursions, professional development of staff</li> <li>• Supporting the School Leader and other staff as directed</li> <li>• Applying professional standards for workspaces and all contact in person, by phone, email, or letter</li> <li>• Ensuring any requests, complaints, suggestions, or comments are received and acted upon or referred as per school guidelines (policy)</li> <li>• Collating, editing, and distributing the School newsletter</li> <li>• Maintaining the school's website and social media accounts, including placing and publishing approved items</li> <li>• Creating and placing approved advertising for events and vacant positions</li> <li>• Maintaining registers for school keys and other record keeping requirements</li> <li>• Managing shop stock, sales, and petty cash</li> </ul>	
<b>Supplies and Ordering</b>	<ul style="list-style-type: none"> <li>• Ensuring office supplies (stationary, toner, paper, first aid, cleaning) and shop stock (toys, pencils, wax, craft items and kits, etc.) are at hand and replenished when and where needed</li> <li>• Processing and purchasing approved classroom materials, first aid, cleaning, and other supplies as needed</li> <li>• Managing, receiving, and distributing deliveries</li> </ul>	<ul style="list-style-type: none"> <li>• Office, shop, kitchen, cleaning, and classroom materials are restocked as needed</li> </ul>
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• Providing first aid and comfort to children, staff, visitors requiring first aid</li> <li>• Referring serious issues to appropriate medical personnel, ensuring children receive prompt medical attention</li> <li>• Advising parents and keeping written records as required by school policy</li> <li>• Maintaining and keeping the staff first aid training register and student medical records up to date</li> <li>• Preparing and maintaining all school first aid kits and supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Acts as Primary First Aid Officer</li> <li>• First aid incidents are managed in line with school policy and procedures</li> <li>• Maintains first aid certificate register of all staff</li> <li>• Ensures first aid supplies are restocked and current</li> </ul>

<b>School Bus</b>	<ul style="list-style-type: none"> <li>• Liaising with bus coordinator and families re new and existing bus users</li> <li>• Organising and maintaining roster for bus loop supervisor duties</li> <li>• Collecting and taking bus children to the school bus and accompany them to and supervise at bus loop when rostered</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures the school bus service, including bus loop duties, is well-organised and children are always supervised</li> </ul>
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#### 4. Key Selection Criteria

The successful candidate will have:

- Minimum Certificate III in Business Administration and relevant experience.
- Demonstrated proficiency in Microsoft Office suite (Word, Excel, Outlook) on Windows, website and social media skills, and a capacity to quickly adapt to and learn new software.
- Demonstrated excellent written and verbal communication and interpersonal skills including the ability to develop constructive relationships with children, parents, colleagues, other staff, and the wider school community.
- Demonstrated superior organisational and time management skills.
- Current First Aid Level 2 qualifications or willingness to undertake and complete within an approved timeframe.
- A commitment to the principle of lifelong learning through ongoing professional development.
- An interest in or knowledge of Waldorf/Steiner education and philosophy.

#### 5. Additional Requirements

- Contact details of three professional referees relating to experience as relevant to the role.
- Current First Aid certificate or willingness to obtain within approved timeframe.
- Current Working with Children Check and National Police Check or willingness to obtain within approved timeframe.

For enquiries, please call 03 5152 1966 or email [admin@wildcherry.vic.edu.au](mailto:admin@wildcherry.vic.edu.au).

**Applications close 11.59pm Sunday 1 August 2021**

Please address the key selection criteria in your application cover letter and submit by the due date with your current curriculum vitae and contact details of three referees via email to [principal@wildcherry.vic.edu.au](mailto:principal@wildcherry.vic.edu.au).