



FORESTVILLE MONTESSORI SCHOOL

Administration Assistant

The Organisation

A fantastic opportunity exists in this newly created role for an experienced administration specialist to join a team of talented staff at Forestville Montessori School, FMS. FMS is known for its world class Montessori education for children between the ages of 18 months to 12 years. Nestled in the beautiful leafy environs of Forestville, northern Sydney, the school is unique.

Start your 2018 year with a rewarding new role with scope to bring your skills to streamline our teaching, learning and student wellbeing related administrative function.

The Role

Alongside providing excellent internal customer service and support for our staff and students, responsibilities include but are not limited to:

- Coordinating the entire process for collation and distribution of student reports
- Coordinating student IEP's by managing appointments with parents, staff and professionals; finalising documentation as required
- Arranging and coordinating student excursions/camps/inhouse events including all correspondence and booking requirements
- Coordinate and arrange all parent-Teacher conferences and Parent Education events
- Collecting and collating the data for all student compliance expectation cross the entire school including the census.
- Collecting and collating the data for teacher accreditation and compliance requirements including WWCC, First aid and all related professional development bookings and activities
- Maintaining HR files
- Ensuring seamless service experiences for all our staff
- Collating and coordinating the production of the Annual Report

What will you need to succeed?

- Awareness of and enthusiasm for Montessori education
- Attention to detail
- Initiative to increasing process efficiencies and be self motivated
- Knowledge and awareness of customer service principles and practice
- Willingness to work independently and as part of a team
- Excellent organisational skills and ability to prioritise
- High level of written and verbal communication skills
- Highly tuned computer and data analysis skills

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What's in it for you?

- An annual salary of \$63,850 plus 9.5% SA pro rata
- A school term time only position with some responsibilities during holiday periods and after hours.
- Currently scoped as 32.5 hours per week, Monday to Friday.
- 25% reduction in school fees for staff children
- Training opportunities
- A familial culture that places emphasis on respect

Next Steps

The position will commence on 18th January 2018 or earlier by negotiation.

This position is open now. Apply by submitting your CV and letter addressing the selection criteria in the role description available by contacting:

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