



Administration Officer

Trinity Anglican School (TAS) is a leading K-12 Independent Anglican school with an unrivalled reputation for excellence in FNQ.

TAS needs a forward thinking multi tasker who can provide administration support to staff and students, respond to parent queries and attend to sick bay patients. This is a hands on role which requires the use of initiative.

The successful application will:

- Hold or willing to obtain a Current First Aid Certificate (HLTAID004);
- Hold, or be eligible to obtain, a current suitability for working with children Blue Card/or Exemption;
- Be an expert with excel and be able to mail merge with ease;
- Be an advanced user of word, email and the internet;
- Have well developed interpersonal skills

Key duties will include:

- Providing outstanding Personal Assistance and administration support to key staff members
- Assist with the preparation of school functions and events
- Respond to enquiries from staff, students and parents
- Attend to sick bay and accompany students in the ambulance as required
- Proof reading and editing of documents
- Setting up master templates
- Covering reception when necessary

Please submit a covering letter and resume addressing the above requirements to Helen Thompson, at hr@tas.qld.edu.au by 8am Wednesday, 12 December 2018.

The school has the right to fill the position prior to the closure date if the right candidate is found