

Role Description – Administrative Officer (Primary & Executive Support)

Position Title	Administrative Officer (Primary & Executive Support)
Reports to	Administration Coordinator
Faculty	Business Operations / Whole School Support
Level	Depending on Experience
Employment Type	Full-Time, Ongoing
Commencement Date	Term 3 2026
Key relationships	Administration Coordinator, Primary School Faculty Director, School Director, Executive Leadership, Board, reception and administration staff, teachers, and other school stakeholders.

About Us

Nestled on 20 acres of stunning bushland and vibrant gardens in the tranquil Samford Valley, just 35 minutes from Brisbane's CBD, Samford Valley Steiner School (SVSS) offers a unique and vibrant educational journey for children from preschool through Class 12.

As Queensland's largest Steiner school, we bring the richness of an independent education inspired by Rudolf Steiner's philosophy to life, while thoughtfully meeting Queensland curriculum requirements. Here, students experience a holistic, inspiring approach that ignites curiosity, resilience, and a love for learning.

With a passionate faculty, a supportive community, and modern facilities harmonised with nature, SVSS is dedicated to nurturing well-being and resilience in every child. We strive to cultivate compassionate, capable individuals who are ready to make a thoughtful impact in the world.

If you share our commitment to inspiring young minds and fostering a love for learning, we invite you to join us in making a meaningful difference.

The Role

We are seeking an Administrative Officer (Primary and Executive Support) to join our team in a year-round capacity. This role provides high-quality administrative support to the Primary School Faculty Director under the guidance of the Administration Coordinator, while also contributing to whole-school administration, governance support, and executive project work across the school.

You will make a meaningful contribution to the life of our school by supporting clear communication, strong administrative systems, effective governance processes, and practical project delivery. Your key accountabilities will include:

Your contribution

- Provide responsive day-to-day administrative support to the Primary School Faculty Director, including diary management, meeting coordination, document preparation, correspondence, and follow-up of key actions.
- Work closely with the Administration Coordinator to ensure priorities are aligned and administrative systems and workflows operate smoothly and effectively.
- Contribute to whole-school administrative operations as needed, including festival and event administration and coordination, working collaboratively with reception and administration staff to support continuity and service across the school.
- Provide administrative support for timetabling processes, including duty rosters, timetable preparation and updates for the Primary School Faculty Director, and coordination of timetable changes for Education Assistants to support effective day-to-day operations.
- Prepare agendas, collate papers, take accurate minutes, and support action tracking for Board and leadership meetings, providing thoughtful administrative support to governance processes in collaboration with school leadership.
- Support Board governance administration in collaboration with school leadership, including maintaining governance records, coordinating documentation, and assisting board and committee processes.
- Undertake project-based work for Executive Leadership, particularly during school holiday periods, to support planning, reporting, compliance, process improvement, and other operational or strategic priorities.
- Research, gather, and organise information to support sound decision-making, reporting, and project delivery.
- Prepare, proofread, and format high-quality documents, reports, presentations, and correspondence in line with the school's professional standards.
- Maintain confidentiality and exercise sound judgement in the handling of sensitive information, leadership matters, and governance materials.
- Contribute to continuous improvement by identifying opportunities to strengthen systems, workflows, and administrative practices.
- Demonstrate flexibility by providing occasional duty cover and stepping in to support reception operations when staffing or operational needs require.
- Provide flexible administrative and project support as required to contribute to the effective functioning of the school.

What we are looking for

- Highly developed organisational skills and the ability to manage competing priorities across routine administration and project work.
- Excellent written and verbal communication skills, including experience preparing minutes, correspondence, and leadership-level documentation.
- Strong attention to detail and the ability to maintain accurate, secure, and well-organised records.
- Confidence working with Microsoft Office applications and other administrative systems, with the capacity to learn and adapt to new technologies.
- Sound judgement, discretion, and professionalism in handling confidential and sensitive matters.

- Strong interpersonal skills and the ability to build effective working relationships across the school community.
- Initiative, flexibility, and a practical, solutions-focused approach to work.
- Capacity to work independently and collaboratively under direction.
- An understanding of, or willingness to learn about, the school's ethos, governance context, and operational priorities.

Mandatory Requirements

- Adherence to the school's Code of Conduct, child safety expectations, workplace health and safety procedures, and all relevant policies and procedures.
- Current Blue Card (Working with Children Check), or the ability to obtain and maintain one.
- Commitment to creating and maintaining a safe environment for children and young people.

Interested in applying?

To apply, please submit your current resume and a brief letter (1–2 pages) outlining your interest in the role, what you will bring to it, and what you hope to gain from working at Samford Valley Steiner School.

Conditions and benefits of the role

Your employment experience with us will include work-life balance with flexible working options, competitive salary and benefits (including up to 12.75 per cent employer superannuation contributions and generous leave loading), generous leave entitlements, opportunities for professional growth, and the chance to make a meaningful difference in the life of the school.