The Office Manager is responsible to the Principal through the Business Manager. The Office Manager position primarily focuses on the needs of and support to St Francis Xavier College staff and students.

General Responsibilities:

- To manage Office operations, workloads and responsibilities of tasks.
- Working collaboratively and supporting other Departments within the College to enable administration processes are maintained to best practice.
- Other duties as directed by the Principal and/or Business Manager

Specific Duties:

- Reception duties including greeting parents and visitors to the College
- Maintaining the appearance of the general reception area
- Maintaining of sign-in/out register for staff and guests and issuing of identification tags to guests
- Ensuring messages are delivered to students and staff
- Typing and formatting of letters and other documents
- Undertaking keyboard and clerical duties
- Cash receipting and reconciliation of daily takings
- All photocopying requests including College Newsletter and Mail outs
- Sorting and distribution of mail into pigeon holes on a daily basis
- Taking mail to Post Office
- Filing, laminating and assisting with the sending and receiving of faxes
- Responding to photocopier jams as required
- Making appointments and maintaining diary records for the Deputy Principal – Head of Campus
- Maintain bookings and upkeep of interview rooms
- Maintain bookings and upkeep of Berwick Campus Board Room
- Assisting with general organisation of excursions and major College events e.g. booking of buses/Hall, preparation of Presentation Night, etc
- Assisting with input of data into the Markbook program
- Any other duties as required by the Principal.

General Work Description:

The Office Manager is responsible for all Office Operations in consultation with the Business Manager. The Office Manager supports a professional business environment to deliver administrative responsibilities to the College.