



Job Opportunity for Business Support Officer

Join a dynamic and well-established school committed to delivering high-quality Steiner education. Located on Arrernte Country, just 10 minutes from the heart of Mparntwe/Alice Springs, this role offers the opportunity to contribute your organisational and administrative expertise to support the smooth running of our school's operations.

- **Contract:** Full time contract
- **Salary** \$75,091 – \$85,611 (depending on experience)
- **Closing Date:** Monday 15th September 2025
- **Relocation:** A generous allowance \$5000

The Business Support Officer plays a key role in supporting the operational functions of the school, while also assisting with administrative and finance-related tasks. Working closely with two other staff members and the Principal, the role requires autonomy under the Principal's general direction.

The successful candidate will have excellent communication skills, strong organisational ability, and a proactive approach to problem-solving. They will be team-oriented, highly motivated, and capable of managing priorities and deadlines with efficiency and attention to detail.

The Business Support Officer is responsible to and reports directly to the Principal. This is a permanent full-time position, subject to the successful completion of a six-month probationary period. The classification for the role will be determined based on relevant documented experience, years of service, and the level of responsibility and autonomy required.

The role is based on a 38-hour week, with hours of work from Monday to Friday, 8:00am to 4:00pm.

Other Requirements:

- Current Ochre Card (Working with Children Clearance)
- Current Criminal History Check clearance
- Current First Aid Certificate
- Right to work in Australia
- NT Driver's Licence

Key Duties & Responsibilities

Operational & Compliance

- Act as the school's Work Health & Safety Officer, ensuring legislative compliance.
- Manage maintenance and cleaning schedules.
- Assist with incident and accident reporting.
- Coordinate emergency communications (snake sightings, fire, ambulance, etc.).
- Manage employee records.
- Oversee school security, including access keys.

Administrative & Financial Support

- Manage petty cash, cash receipts, and floats.
- Purchase required goods and services.
- Manage postage and deliveries.
- Maintain policies, procedures, and forms.
- Maintain office and communication equipment.
- Organise communal staff and school requirements.
- Liaise with school community groups (e.g., gardening, craft).
- Assist with Annual General Meeting (AGM) preparations.

Technology & IT

- Oversee IT asset management.
- Provide basic IT support.

Community & Reception

- Assist with reception duties and first aid delivery.
- Provide operational support to the Principal.

Selection Criteria

Essential

- Experience in a similar role, highlighting specific responsibilities and outcomes.
- Proficiency with the Microsoft Office Suite
- Provide examples of how you have developed, reviewed, and implemented systems and procedures in a workplace setting.
- Excellent written and verbal communication skills
- Ability to organise and prioritise tasks to meet deadlines
- Describe instances where you have worked independently under general direction, showing initiative and motivation while following established guidelines.
- Ability to managed sensitive information appropriately.
- Ability to adapt to changing work requirements
- A current driver's licence and have access to your own vehicle.

Highly Desirable

- Knowledge or understanding of the operations of a Steiner school or other educational institution.
- Relevant administrative qualifications you hold.

Moving to the Northern Territory

Central Australia and Alice Springs/Mparntwe exceed expectation in the way of adventure, lifestyle, unique events, and experiences. Alice Springs provides an amazing base for exploring the surrounding country, the Top End and Northern Australia. The Alice Springs Steiner School offers a generous relocation allowance \$5000 if the successful applicant is located outside of the Northern Territory.

Applications should include:

1. A Cover Letter
2. A CV including responses to selection criteria
3. The names, positions, and telephone contact numbers for at least three referees who can comment on your suitability for this position.

If you would like to know more information about the job or our school, please visit alicesteiner.nt.edu.au or phone 08 8953 4578 to speak to the Principal, Dina Fieck.

Please email your application to principal@alicesteiner.nt.edu.au.