List of specific duties include but are not limited to the following:

- Preparing curriculum letters to parents
- Preparation, collation and printing of Curriculum Handbooks
- Queensland Certificate of Education record keeping
- Processing student subject changes
- QCAA Student Data Capture System (SDCS) data entry
- Data entry into Timetabler program
- Update of student details into SDCS and Timetabler
- Management of Student Reporting System data entry
- Management of Subject Selection Online data entry
- Management of Parent Teacher Online data entry
- Student report generation and printing
- Student report filing
- Organisation of parent/teacher interviews
- Distance Education administration
- Administration and printing of student subject guides
- Preparation of QCS and NAPLAN practice test materials
- Administrative support for DP, APRE and APA
- Other office duties as delegated by the Principal or the Principal's nominee

22 hours per week
Term time
Specific hours to be advised