

# SCHOOL OFFICERS

The Administration ladies promote the school to the wider community as they are the first point of contact for the students, parents and visitors to the school. This is either by telephone or in person in the Administration Building of Morley SHS. The office ladies provide the essential link between teachers, students and parents as they administer the rigorous absentee records being one of our most important daily tasks.

The office is constantly busy with a huge variety of tasks which ensures the school runs efficiently and effectively. Some of these tasks include; the signing-in and signing-out of both students and visitors; the typing and photocopying of examinations; Parent Newsletter mail-outs and a wide variety of information sheets and notices to both parents, students and teachers; organizing of student reports, and, organizing open nights and up-coming events — to mention a few!



The ladies are always there to help students and they get all kinds of requests, for example; a loan of bus money, needing band aids, ringing parents as they have forgotten their lunch, to dealing with lost property. Sometimes the younger students get quite distressed about things and they have to point them in the right direction to a Deputy or Year Coordinator.

It is a very rewarding job as they get to see many polite and mature students and deal with many wonder-full parents. They are also happy in the knowledge that they can sometimes bring a smile to a student's face and make a difference to their day.

Please come up and say hello some time as they like to put faces to the many names and voices that they communicate with every day.