



Catholic College Sale

Position Description – Administration Assistant

The Administration Assistant is an integral member of the College’s support team, providing efficient, accurate and responsive administrative services that enable the effective functioning of the school. Working within the context of a Catholic secondary school, the role supports staff, students and families with professionalism, confidentiality and care, contributing to a positive and well-organised learning environment.

STATEMENT OF DUTIES	
Specific Responsibilities	<ul style="list-style-type: none"> • Provide informed and friendly customer service to all students, parents/guardians and visitors to the School; • Provide high-quality administrative support to staff and leaders, including document preparation, data entry, filing, correspondence and record maintenance. • Assist with the preparation of reports, letters, newsletters and communication materials as required. • Maintain accurate student and staff information in relevant systems and databases. • Assist with the organisation and documentation of learning adjustments, ensuring accurate and timely record-keeping for students requiring additional support. • Maintain confidential student files, reports, assessments and communication logs in accordance with College policies and child safety requirements. • Support the coordination of student and or parent meetings, learning support sessions, and case conferences, including scheduling, room bookings and preparation of materials. • Enter and maintain accurate data in student management systems, including adjustments, NCCD information, support plans and relevant documentation. • Assist with the preparation of data and evidence for NCCD processes, audits and compliance requirements. • Ensure all documentation aligns with College policies, Catholic Education guidelines and legislative requirements. • Handling of Student and School confidential information in an appropriate manner; • Other duties as directed by the Principal and Business Manager.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety; • Assist in the provision of a child-safe environment for students; • Demonstrate duty of care to students in relation to their physical and mental wellbeing;
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work; • Be open to researching areas of interest relevant to directions provided in the school's strategic plan; • Continue development of ICT skills, with evolution of School technologies; • Participation in Annual Performance Review activities;
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures; • Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal or the Business Manager; • Demonstrate professional and collegiate relationships with colleagues; • Other duties as directed by the Principal or Business Manager;

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission;
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety; • A demonstrated understanding of appropriate behaviours when engaging with children; • Be a suitable person to engage in child-connected work; • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check;
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Demonstrated extensive administration experience, preferably in an Education or Small - Medium Enterprise Business environment; • Demonstrated extensive Customer Service experience to a high standard; • Demonstrated cash handling, financial administration and procurement experience; • Demonstrated knowledge and experience with Microsoft Office Suite and utilisation of computerised database Systems; • Demonstrated problem solving, organisational and time management experience; • Demonstrated verbal and written communication and interpersonal skills; • Demonstrated understanding and experience of adherence with Privacy Act Legislative requirements;
	<p>Desirable:</p> <ul style="list-style-type: none"> • Relevant Tertiary qualifications in Administration, Business or Management (or working towards such qualifications);
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team; • Excellent interpersonal, verbal and written communication skills, including ability to communicate and engage with children, parents and the school community; • Aptitude to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Ability to engage and maintain strong working relationships with key stakeholders; • Capacity to work to tight time lines; • Capacity to work independently; • Sound organisational skills including strong attention to detail; • Time-management skills; • Leadership qualities; • Self-motivation; • Ability and willingness to accept policy directives; • Maturity;

POSITION DETAILS	
Position Category	Category B
Position Hrs	0.6 FTE (45.6 hours per fortnight)
Reporting Supervisor	Business Manager
Supervisor of Staff	No