



# Catholic College Sale

## Position Description – Administration Assistant – Student Services

The Administration Assistant supports the daily administrative functions of the College, primarily within Student Services area. As one of the first points of contact for students, families, and visitors, the role requires a welcoming, professional manner and a strong commitment to the values of Catholic education. The Administration Assistant ensures smooth day-to-day operations by performing a range of clerical, customer service, and support tasks while maintaining compliance with Child Safety Standards, Occupational Health and Safety (OHS), and College policies.

STATEMENT OF DUTIES	
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provide informed and friendly customer service to all students, parents/guardians and visitors to the School;</li> <li>• Respond to phone calls, emails, and counter enquiries promptly and accurately.</li> <li>• Responsible for the provision of Student Services functions, inclusive of (but not limited to): <ul style="list-style-type: none"> <li>○ Being a primary liaison between students, parents/guardians and the College;</li> <li>○ Student absence, student attendance and leave coordination;</li> <li>○ School/student activity administration and/or coordination;</li> <li>○ Triage of unwell students and perform first aid;</li> </ul> </li> <li>• Responsible for Student Services functions including activities such as Student absence, Student attendance records management (eg SMS message to Parents for all notified student absences);</li> <li>• Provide administrative support and assistance to College staff as required (e.g. calendar/appointment coordination);</li> <li>• Provision of administration and facilitation of transportation logistical support functions;</li> <li>• Provision of administrative support for School Excursions and/or extra-Curricular activities, as required;</li> <li>• Organisation of the purchase of supplies or services for the school (e.g. all first aid kits), as required;</li> <li>• Handling of Student and School confidential information in an appropriate manner;</li> <li>• Responsible for managing Anaphylaxis and updating student records and equipment;</li> <li>• Responsible for annual update of student individual management plans;</li> <li>• Other duties as directed by the Principal and Business Manager.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• 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;</li> <li>• Assist in the provision of a child-safe environment for students;</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing;</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work;</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan;</li> <li>• Continue development of ICT skills, with evolution of School technologies;</li> <li>• Participation in Annual Performance Review activities;</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures;</li> <li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal, Business Manager or Administration Manager;</li> </ul>

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> <li>• Demonstrate professional and collegiate relationships with colleagues;</li> <li>• Other duties as directed by the Principal, Business Manager or Administration Manager;</li> </ul>

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

POSITION DETAILS	
<b>Position Category</b>	Category C
<b>Position Hrs</b>	0.6 FTE (45.6 hours per fortnight)
<b>Reporting Supervisor</b>	Administration Manager
<b>Supervisor of Staff</b>	No