



Catholic College Sale

Position Description – Administration Assistant

The Administration Assistant provides high-level administrative and organisational support to the Business Manager and is responsible for the effective management of student enrolments and associated processes. The role also undertakes a wide range of administrative tasks that contribute to the smooth operation of the Business Office, compliance requirements, and school-wide support.

This position requires discretion, professionalism, and the ability to foster strong relationships with prospective families, staff, and the wider College community, while working in alignment with the Catholic ethos, values, and mission of the school. Adherence to mandatory Legislative requirements associated with Privacy, Child Safety and Occupational Health and Safety requirements is essential.

STATEMENT OF DUTIES

Administration Assistant	<ul style="list-style-type: none"> • Provide informed and friendly customer service to all students and parents/guardians, staff and school visitors. • As Registrar be responsible for the administration and maintenance of student (and family) enrolment function, including data entry, liaising with families, arranging interview appointments, liaising with the Principal and Executive team regarding new enrolments and records management. • Management of student numbers for each year level and providing reports and data in relation to this. • Handling of student and/or school confidential information in an appropriate manner. • Coordinate and oversee enrolment related events, including information evenings, open days, and orientation programs. • Provide professional, confidential, and proactive assistance to the Business Manager. • Manage the Business Manager's calendar, schedule, correspondence, and communication, ensuring priorities are actioned in a timely manner. • Liaising regularly with the other members of the College Executive Team in relation to providing the Business Manager with appropriate information and support. • Working in a partnership in a confidential manner on a variety of tasks and in a range of contexts as required by the demands. • Assistance as required with both compliance and financial audits and collating information and documents. • Support finance and HR functions with data entry, reporting, and administrative follow up as required. • Contribute to the continuous improvement of administrative systems and processes. • 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 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, Deputy Principal, Business Manager or Administration Manager. • Other duties as directed by the Principal, Dep. 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. • A demonstrated understanding of appropriate behaviors 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.
Commitment to 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 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.
Education and Experience	<ul style="list-style-type: none"> • Demonstrated extensive Customer Service experience to a high standard. • Demonstrated extensive knowledge and experience with Microsoft Office Suite and utilization of computerized business systems. • Demonstrated advanced problem solving, organizational, prioritization and time management experience. • Demonstrated verbal and written communication and interpersonal skills. • Demonstrated understanding and experience of adherence with Statutory/Legislative requirements (eg: Privacy Act, Child Safety, OHS).
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, staff and the school community. • Aptitude to participate in a range of school activities, eg: school sports, sacramental programs, liturgies, school camps/excursions. • Ability to engage with and maintain strong working relationships with key internal and external stakeholders. • Capacity to work to tight timelines and task schedules. • Sound organizational skills including prioritization of tasking and attention to detail. • Proven time management skills. • Leadership qualities • Self-motivation • Ability and willingness to accept policy directives. • Maturity.

POSITION DETAILS	
Position Category	Category B – On Going
Position Hours	Full Time
Reporting Supervisor	Business Manager
Supervisor to Staff	No