



3 days per week (0.4 – 0.5)

Position Description

This position supports the Principal and the Leadership Team of the school working as part of the Administration and Finance team. You will be required to work onsite in the Administration Office, located at Wantirna South. The Administration Officer is directly responsible to the Principal.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary's College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of the safety and wellbeing of our students.

- All staff must comply with the St Mary's College Child Safe Code of Conduct and Child Safety policies 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.

The duties and responsibilities of the Administration Officer:

Secretarial Support

- Coordinate meetings, appointments and maintain the Principal's diary schedule.
- Collaborate with a wide range of internal and external stakeholders.
- Provide a range of administrative support functions for the College Leadership Team.
- Prepare correspondence and documentation as requested by the Principal.
- Prepare documentation and provide support to the School Advisory Council.
- Attend and take Minutes at School Advisory Council meetings (held twice a term in the evening)
- Maintain College policy schedule and update as required.
- Actively participate in College reviews.

Administration Office

- Perform reception duties, including answering phone, responding to email enquiries and screening of visitors to the school.
- Manage administration and Principal archives.
- Support the recruitment process for new staff.

Student support

- Support the enrolment process for new students.
- Monitor and record school attendance.
- Liaise with parents as required.

General

- Work closely as a member of the Administration and Finance team in providing efficient administration functions.
- Support the Leadership Team with special projects as required.

- Other duties as directed by the Principal.

Personal Characteristics:

- Outstanding administration, organisation and time management skills.
- Excellent verbal and written communication skills.
- Able to handle challenging situations in a sensitive and highly confidential manner.
- Show initiative and be solution orientated.
- Well-developed people management skills with positive interpersonal skills.
- Exercises ownership and concern for quality of work reflected by accuracy and attention to detail.
- Sound level of computing skills.

Selection Criteria:

- SC1 Sound administrative and computing skills including preparation and accurate formatting of correspondence, agendas, reports and use of Microsoft or Google applications.
- SC2 Demonstrated capacity to initiate and develop procedures and guidelines.
- SC3 Demonstrated high level oral and written communication skills and the capacity to communicate effectively with members of the community including students, parents, and key personnel from other schools.
- SC4 Demonstrated high level organisation skills and the capacity to prioritise work flows.
- SC5 Demonstrated capacity to provide advice and support to leadership in respect to the work area.
- SC6 Experience and skills in digital record systems and platforms such as Synergetic or ICON is preferable.

Salary and Conditions

The Administration Officer is an Education Support Employee Category B Level 3 in line with the Catholic Education Multi Enterprise Agreement (CEMEA) 2022.

Packaging (tax free) up to \$15,900 per annum of salary to rent, mortgage or credit card available to staff, based on current ATO tax concessions.

Qualification and Requirements

- Qualifications in administration or information technology studies.
- Be a suitable person to engage in child-connected work.
- Working with Children's Check (WWCC) and subject to National Police Record Check.

Application Procedures

Applications should be emailed to **principal@smdeaf.vic.edu.au** and should include:

- an introductory letter including a brief response outlining the extent to which you meet each of the criteria and pointing to evidence that you will be able to fulfil the role.
- certified copies of qualifications, as required.
- copy of current WWCC and National Police Record Check if available.
- At least two professionals to be listed as your referees.

Applications close: Friday 3rd May at 4pm