



## Assumption College Kilmore Administration Officer

*The early Marists proclaimed 'Let it be said of us, as it was of the first Christians, 'see how they love one another'. In a world thirsting for connection and belonging, we strive to be a place in which a family spirit of love, respect and mutual trust are the wellsprings of growth and healing.*

### POSITION DESCRIPTION

The Administration Officer is directly accountable to the Finance and Administration Manager. This role is an integral member of the Administration team, supporting Reception and Learning and Teaching functions. The role collectively shares the responsibility for the smooth running of College administration systems and calls for highly developed interpersonal and organisation skills, a service ethos and the ability to work as part of a team. In this role a high level of confidentiality is expected.

<b>Reports to:</b>	Finance and Administration Manager and Deputy Principal (Learning and Teaching)
<b>Collaborates with:</b>	College Community Members of the Administration Team and Finance Team Members of the Learning and Teaching Support Team College Leadership Team
<b>Employment:</b>	As an employee of Marist Schools Australia, this is a 1.0 (FTE) position. Under the VCMEA (2018) or its successor, the position is a Category C, Education Support Officer, Level 2 position.

### Responsibility as a Administration Officer/Receptionist

- Provide a welcoming and professional "first point of call" in College Reception.
- Assist staff, students and parents with any queries.
- Ensure that information flows efficiently and with accuracy from areas of responsibility to the College community
- Ensure College Administration data and information is managed accurately efficiently and responsibly.
- Attend to incoming and outgoing mails, parcels and couriers.
- Receipt cash and EFT payments to the College accurately.
- Assist with student absentee requirements, including class passes.
- Assist in disseminating information (printing, collating, packing, labelling, emailing, etc.)
- Assist with managing the Stationary requirements of the College, including sourcing quotes, ordering, restocking, distributing, and keeping the Stationery Cupboard clean and tidy.

- Maintain the College's key control register.
- Organise College events in consultation with the leadership team
- Provide First Aid support/cover for the College Nurse when required.

### **Responsibility as a Member of the Allied Staff Team**

- Actively articulate the school's vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- Is active as an individual, or as a team member, to work towards the success of the school's Strategic Plan, providing support, stimulus and action as necessary.
- Communicates and exemplifies to staff correct procedures and processes.
- Contributes to the development of College policies and procedures.
- Seeks professional development to further his/her understanding of the mission of Assumption College.
- Performs other duties as required by the Principal.

### **Key Selection Criteria**

- Relevant experience/skills inherent in providing administrative and front office Reception support.
- Capacity to use initiative and be motivated to carry out tasks with a minimum of supervision.
- Highly developed organisation skills with an ability to manage time effectively
- Team oriented and collaborative
- An ability to deal and liaise professionally with staff on a range of matters associated with the operations of the school.
- Have the ability to respond professionally with parents and other agencies and offer support when required.
- Meet strict confidentiality requirements about all students/staff/families and school operations in general. Information concerning any of these four categories seen or heard in completing your duties must not under any circumstances be passed onto a third party.
- Intermediate level ICT and data administration skills
- Current First Aid qualifications, or a willingness to obtain qualification
- The successful applicant must hold a current driver's license and current Victoria Police Check and a Working with Children's Card.
- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.

### **Child Protection Requirements, Duties and Responsibilities**

All staff are required to be familiar with the content of our Child Protection and Safety Policy and our Child Protection Program and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to:

- Understand and abide by Child Protection and Safeguarding Code of Conduct and Policies.
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Officers.
- Support a child safe environment through identifying and removing risks and promoting the participation and empowerment of children in participating in the College's child safety program.

- Report any concerns that a child may be subject to abuse to the College's Child Safety Officer, noting that this does not release the staff person from other legal and regulatory reporting obligations that may apply, namely:
  - Obligation to report a sexual offence (Crimes Act 1958 (Vic) (s 327))
  - Obligation to Act to Protect (49C of the Crimes Act 1958 (Vic) (Crimes Act))
  - Obligation to Make a Mandatory Report (The Children, Youth and Families Act 2005 (Vic) (CYFA))

It is our policy that all new staff and members of the Council undergo additional screening to meet Child Protection and Safeguarding requirements in relation to Child-connected work including:

- Working with children check clearance
- Relevant qualifications and registrations
- Personal identity verification and background check, including National Police Check.
- Reference checks will address the persons' suitability for the working with children

### **Occupational Health & Safety**

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others;
- Encourage colleagues and others on the worksite to adhere to safe work practices;
- Support and contribute to the improvement of safe systems of work and safe work practices;
- Participate in relevant OHS&W training programs;
- Report all work-related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school's OHS&W policies and procedures;
- Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;
- Correctly use any equipment provided for health and safety purposes;
- Follow reasonable instructions given by the school in relation to health and safety at work;
- Support the consultative processes for managing OHS&W, when opportunities arise.

