

Position Information Document

ADMINISTRATION SUPPORT OFFICER



Employment Type:
Permanent

Position Title:
Administration Support Officer

Grade:
Grade 2

Stream:
Administration

Fraction Time:
Part-time

Reports to:
Head of Business Services

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020

1. BROAD PURPOSE

The Administration Support Officer will demonstrate a strong commitment to the College's vision of excellence in education, and will present welcoming, professional assistance to students, their families, staff and members of the community. By working collaboratively with the Student Services team, Main Administration, and other areas, the Administration officer will help maintain communication and provide support where needed across different departments.

Ultimately responsible to the Principal, all support staff report to the Head of Business Services on a day-to-day basis.

2. KEY WORKING RELATIONSHIPS

- Principal
- Head of School
- Head of Business Services
- Students
- Colleagues
- Parents/Families/Caregivers

3. KEY RESPONSIBILITIES

- As the first point of contact for the school, ensure delivery of an efficient, professional, and welcoming Reception service, in-person and by phone, for students, parents/caregivers, and visitors at all times.
- Undertake school reception duties including assisting with and/or referring enquiries, as appropriate.
- Carry out a wide range of administrative duties to achieve the day-to-day administrative needs of the school, including word processing, mail handling, maintaining email and computerised records.
- Carry out accurate and timely filing of documentation and records to achieve effective maintenance of records and record systems.
- Utilise applicable data systems (e.g. CeSIS), maintain data, and generate reports as required, including timely production and distribution of student reports. This pertains to student and staff records including medical and emergency contacts, absentee lists, class rolls, phone extension list etc.
- Provide administrative support and assistance to school staff and other members of the school community, as applicable, always ensuring confidentiality of school business.

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- Undertake mass production of printed material and documents including copying, collating, stapling, binding, folding, and cutting and ensure ongoing operational photocopier requirements are met.
- Operate a range of office equipment, as applicable, including effective use of the telephone system, computers, photocopier, printer, binding, scanner etc.
- Purchase supplies and stock for school purposes including first aid supplies, stationery, printer cartridges, paper, cleaning liquid, staff room supplies, etc. as authorised.
- As a designated First Aid Officer, provide timely first aid assistance for students and staff. Maintain appropriate First Aid facilities and accurate First Aid records including confidentiality, accuracy, and currency of Medical Emergency Plans for students.
- Assist and support work colleagues and members of the school community and participate in school events as appropriate to the role.
- Actively participate in regular performance reviews and undertake applicable training as required.
- Undertake other duties, as required by the Principal (or delegate).

4. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College
- Model our Christian traditions and practices
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures
- Accept delegated responsibilities
- Maintain personal professional presentation, behaviour and attire at all times
- Fulfil Duty of Care responsibilities to assist in the safety of all students
- Ensure punctuality to all professional activities
- Maintain high standards of tidiness and orderliness for all work spaces
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College

5. PERSONAL QUALITIES AND SKILLS

- Display a high professional level of confidentiality, trust, integrity and work ethic
- Very high level of attention to detail, particularly in regard to record keeping
- Possess a strengths-based approach and solutions focus
- Able to maintain personal professional presentation, behaviour and attire at all times
- Proactive, resilient and be able to work productively in a complex environment
- Excellent customer service skills and demonstrated ability communicating effectively with staff, students, parents/carers and others interacting with the College community
- Able to take direction and act on it, as well as be self-directed and self-monitoring and utilise discretion and judgement, as required
- Strong time management and organisational skills, and able to take initiative and effectively prioritise tasks and maintain a clean, tidy and uncluttered work space, at all times
- Demonstrate highly developed computer skills, knowledge and experience, with particular expertise in the Microsoft Office suite

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6. SPECIFIC REQUIREMENTS

- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Abuse, Harm, and Neglect – Education and Care certificate
- Applicable First Aid Certificate relevant to the role requirements
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

7. WORK HEALTH AND SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS ACT 2012

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Responsibilities may be varied as determined by the Principal (or delegate).