

Title	Administration Assistant
Classification	Full time
Category	Category C
Length of Appointment	Maternity Leave replacement – Term 4 2021 – July 2022
Reports to	Deputy Principal Learning and Teaching Deputy Principal Wellbeing Deputy Principal Staff & Operations Administration Coordinator
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018

Purpose of Position

The Administration Assistant is responsible for providing administration support to various departments within the College including but not limited to the Learning & Teaching Team, Wellbeing Leadership Team and Head of Faith and Mission.

Along with administrative responsibilities, data entry and maintenance of data is a key aspect of this role. The Administration Assistant will work with staff members who have curriculum and teaching responsibilities, providing administrative support to them maintaining confidentiality at all times.

Key Contacts

- Deputy Principal Learning & Teaching
- Deputy Principal Staff & Operations
- Deputy Principal Wellbeing
- Learning and Teaching Team
- Head of Faith & Mission
- Digital Learning Services Manager (ICT)
- Head of Music Performance
- Administration Coordinator

Duties and Responsibilities

General Administrative Support

This section highlights the broad level support offered to a range of areas in the College.

- With guidance and direction, prepare and update electronic presentations for staff, student and parent presentations
- Provide efficient administrative and organisation support to the following:
 - Learning & Teaching Team
 - Wellbeing Leadership Team
 - Head of Faith and Mission
 - Head of Music Performance
 - Digital Learning Services Manager (ICT)
- In consultation with the Marketing and Communications Coordinator, update and maintain policies, procedures and information on the College website.
- Other duties as directed by the Administration Coordinator, Principal or Deputy Principals.

Learning and Teaching Team

This section outlines the specific support provided to the Learning & Teaching Team

- Update subject information for course descriptions, assessment items, grade descriptors
- Manage of reports for past students
- Work with the Learning & Teaching Leader (Data Analysis) in the administrative planning for Parent Teacher Interviews, NAPLAN and Reporting
- Assist the Learning & Teaching Leader (Student Pathways) and Diversity Leader in the preparation of internal examination materials including copying of examination papers as requested and ensuring all papers are available prior to commencement of the examinations, preparation of rooms, liaising with maintenance and cleaning staff

Wellbeing Leadership Team

Provide administration support as requested by the Deputy Principal Wellbeing

- Provide administration support to the Wellbeing Leadership Team (WLT)
- Update child safety material, including PROTECT documentation, as directed by the Deputy Principal Wellbeing and Head of Student Wellbeing
- In consultation with the Deputy Principal Wellbeing and Head of Student Wellbeing, update and maintain the College Wellbeing policies
- Prepare student wellbeing data for the Wellbeing Leadership Team as requested
- Provide support to the Executive Assistant to Deputy Principal Wellbeing

Head of Faith and Mission

Provide administration support as requested by the Head of Faith and Mission

- Prepare PowerPoint presentations in consultation with the Head of Faith and Mission.
- Format and print booklets as required

Head of Music Performance & Digital Learning Services Manager

- Provide administration support with printing and collating documents as required.

Communication

- Build and sustain positive relationships with staff, parents and students

Other

- Participate in staff meetings as required
- Perform other duties as may be required from time to time
- Provide reception support when required

General Qualifications & Experience

- Valid Working with Children Check
- National Police Check
- Experience in an Administration environment (desirable, but not essential)
- Experience with OneDrive and Microsoft teams (desirable, but not essential)

Knowledge and Skills

- Excellent written and verbal communication, with an ability to communicate and interact positively, effectively and professionally with staff, students, parents and visitors to the College
- Excellent demonstrated organisation



ADMINISTRATION ASSISTANT

- High level initiative and flexibility, with the ability to respond to the changing demands of the position
- Ability to work independently and collaboratively as part of a team.

Personal Qualities

- A courteous and professional manner and presentation
- Empathy and cultural awareness
- Reliability and punctuality
- Discretion and an ability to maintain high levels of confidentiality
- A capacity and genuine desire to learn and apply new skills
- Ability to remain calm under pressure.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- 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
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.