



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

## Administrative Assistant

<b>Title</b>	Administrative Assistant
<b>Classification</b>	Full-time Ongoing
<b>Category</b>	Category C-2
<b>Report</b>	Deputy Principal Staff & Operations Administration Coordinator
<b>Conditions</b>	Catholic Education Multi Enterprise Agreement 2022
<b>Membership</b>	College Administration Team Operations Team

### Purpose of the Position

The Administrative Assistant is responsible for overseeing the efficient organisation of administrative tasks within the school, inclusive of fostering positive connections within the College and wider community. The Administrative Assistant works closely with all members of the College Administration Team and reports to the Deputy Principal Staff & Operations and the Administration Coordinator.

Working with the Deputy Principal Staff & Operations, the Administrative Assistant has responsibility to address all initial enquiries for all external enquiries relating to the College's Performing Arts Centre (PAC). This includes handling all aspects of booking, invoicing and reporting relating to the use of the PAC. The Administrative Assistant will share responsibility for reception duties and provide general administrative assistance to the College Administration Team and Executive Leadership Team and College Operations Team.

The Administrative Assistant will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Administrative Assistant will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

## Key Roles and Responsibilities

### Performing Arts Centre

In consultation with the Deputy Principal Staff & Operations, the Administrative Assistant will assist in the promotion, scheduling and enquiries relating to the Performing Arts Centre.

These duties may include:

- Liaising with prospective clients through various platforms; including Function Tracker, email and phone to determine details for proposed and confirmed bookings
- Providing prospective clients with a physical tour of the PAC space where required
- Implementing and managing procedures to ensure accurate records of contact with prospective clients
- Providing recommendations for staffing requirements for proposed and confirmed bookings
- Optimising procedures and workflows relating to the Performing Arts Centre
- Engaging Duty Managers for external bookings, including providing adequate induction
- Following up clients in a timely manner at each stage of the booking process
- Producing reports as requested by the Principal and/or Deputy Principal Staff & Operations
- Liaising with the College finance team to provide up-to-date details for the purposes of client bookings
- Liaising with the Marketing Manager to promote the use of the PAC
- Liaising with third party providers for technical requirements of the PAC
- Any other duties as assigned by the Principal and/or Deputy Principal Staff & Operations

### Events

In consultation with the College Operations Team, the Administrative Assistant will provide support in the setup and organisation of various school events, including:

- Assisting with the coordination of booking programs for events (e.g., setup bookings on TryBooking)
- Assisting with the setup of various school events as required (e.g., assemblies, masses, performance evenings)
- Lodging ICT and maintenance requests as required for specific events
- Assisting with uploading of events onto Operoo, where required.

### College Reception

The Administrative Assistant will provide reception relief as part of their role. These duties may include:

- Opening front office and switchboard (read messages) at the start of each day

- Attending to telephone and reception enquiries from parents, students and visitors to the College, including enrolment enquiries of a general nature
- Liaising with suppliers and signing receipt of deliveries
- Organising couriers and delivery of items as requested
- Assisting with the purchasing of office supplies, including stationery
- Organising the franking and posting of outgoing mail on a daily basis
- Printing, photocopying and distributing College documentation
- Producing documentation for administrative purposes
- Assisting attendance officer with attendance processes
- Monitoring and organising processes for lost property
- Making announcements over the public address system as required
- Preparing two-way radios for yard duties
- Assisting the College with data entry requirements, proof reading and function organisation as required
- Using the College Learning Management system to record aspects of student data and following up with discrepancies in attendance reports
- Other duties as required by the Principal and Deputy Principal Staff & Operations.

### **Demonstrated Knowledge, Experience and Skills**

- Excellent interpersonal skills, with demonstrated ability to build rapport and interact effectively at all levels within an organisation
- Excellent oral and written communication skills
- Highly developed initiative and ability to think strategically
- Strong customer service focus
- Advanced skills in use of Microsoft Office
- Strong organisational and time management skills, with an ability to prioritise tasks and meet deadlines, manage competing tasks with a high level of attention to detail
- Operate effectively in a team environment

### **Personal Requirements/Competencies**

- Alignment with the values and Catholic ethos of the College
- High level of professionalism
- Enthusiastic and highly motivated to contribute
- Operate effectively in a team environment
- Maintain high work standards with minimal supervision
- Flexible and able to operate effectively in a changing environment
- Maintain a high level of confidentiality
- Working with Children Check for Victoria and National Police Record Check required

## **Child Safety**

1. 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
2. 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
3. Provide students with a child-safe environment
4. Uphold a zero tolerance attitude towards child abuse
5. Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
6. Provide a safe and accessible environment for children with a disability
7. 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 College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.