

1. POSITION IDENTIFICATION

POSITION TITLE:	Administration Officer [Assistant to Deputy Principals]
REPORTS TO:	Deputy Principal/s Executive Assistant to the Principal
AWARD:	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Agreement 2014 (EBA) (or as updated). Classification: Administration and Technical Officers
REMUNERATION:	Level 4, Step 1 – 6 to be determined by years of experience in a similar role, Category A (48 weeks)
CONDITIONS	Full time 37.5 hours per week Monday to Friday 8am to 4pm 48 weeks of the year

2. THE ROLE

Administration Officers play an integral role in the daily operations of the school. The Administration Officer [Assistant to Deputy Principals] supports the Deputy Principals in their duties along with their role in Student Services.

A focused and organised individual with a positive attitude is required. Experience in executive support at a medium-large organisation is essential. Effective time management and communication is also key for this role, alongside tact, initiative and integrity.

3. SPECIFIC RESPONSIBILITIES AND DUTIES

Personal Assistant to the Deputies

- Provide administration support to the Deputy Principals including the management of official Deputy Principal correspondence.
- Manage and maintain the Deputy Principals' electronic calendar ensuring documentation for appointments and meetings is available
- Screen Deputy Principal calls and correspondence whilst maintaining confidentiality.
- Generate reports (for example absentees, academic) and assist with timetable queries as required
- Manage high level and confidential administration for the Deputy Principals and College Middle Leadership Teams
- Use tact and professional communication in coordinating arrangements for meetings with a wide variety of people in relation to issues raised, concerns or grievances
- Plan catering requirements for events as required by the Deputy Principals or College Middle Leadership Team.
- Assist with the organisation of Parent / Teacher / Student interview days.
- Assist with annual events such as Presentation evening, Valedictory Mass and Dinner, Orientation days (students Year 8-12), Mazenod Old Boys Memorial Mass, and Open Day. Tasks may include sending invites, coordinating responses, creating name badges, managing information packs, and printing certificates.
- Assist Executive Assistant to the Principal as required.
- Create, send out and follow up on permission forms for events and excursions.

Student Services – Assist Administration Officer

- Enter Absentees, student late arrivals and early departures in SEQTA
- Effectively manage information flow in a busy student services environment and attend to any resulting requests in a timely fashion.
- Complete student administration tasks, such as Smartrider cards, padlocks, use of the phone, printing timetables, etc
- Assist with annual archiving tasks.
- Assist in First Aid / Sick Bay when required.
- Assist in the management of lost property.

Enrolments

- Act as back up to Administration and Enrolment Officer, assisting with enrolment queries and applications over the school holidays
- Assist with enrolment / orientation day duties as directed by the Enrolment Officer and Deputy Principals.
- Assist the Enrolment Officer with the coordination of enrolment interviews with the Deputy Principals.
- Complete enrolment requirements in MAZE such as roll-over of future students, Year 7 and other student transfers, keying of NAPLAN data (census).

General Administration

- Answer the telephone and provide clerical, administration and reception support as required
- Maintain a thorough knowledge of College activities to support parent enquiries
- Assist staff, students and parents/carers with general requests.
- Create and send permission forms and assist with bus bookings.

4. SKILLS AND ABILITIES

- Outstanding interpersonal skills and the ability to interact in an empathetic manner with students, staff, parents and the community.
- The ability to manage complaints and crises, implementing conflict resolution strategies where appropriate.
- Proficiency in administrative skills, including a sound knowledge and understanding of Microsoft Office applications, email and database programs.
- Confidentiality, loyalty, initiative and creativity in work skills.
- Well organised, accurate, flexible, creative and innovative.
- A warm and friendly disposition.
- A strong sense of professionalism.
- Ability to be flexible and willingness to adapt to new and changing situations in technology, staffing and policies.
- Ability to work cooperatively and collaboratively as a member of the Administration Team.

5. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- Highly developed interpersonal and communication skills, with the capacity to build positive relationships and work effectively with students, staff, parents and the wider community in an educational environment.
- Excellent organisational and time management skills, with the demonstrated ability to prioritise and manage multiple tasks concurrently.
- Proven ability to work well independently as well as in a team.
- Proven ability to be flexible and confident in different situations and to provide assistance across a variety of tasks.
- Experience in providing a high level of administrative support. Proficiency in the use of information and communication technologies to enhance administration and communication with student and staff. Proficiency in Microsoft Office, MAZE and SEQTA would be an advantage.

6. ADDITIONAL REQUIREMENTS

- Actively support the charism and mission of the Oblates of Mary Immaculate.
- Comply with all Catholic Education Commission of Western Australia Policy Statements and actively contribute towards the maintenance of the Catholic ethos of the School.
- Hold a current Working with Children Check (WWC).
- Hold a current National Police Clearance from the Department of Education.
- Hold or be working towards an Accreditation to Work in a Catholic School.
- Annually complete the online Child Protection Procedures and Mandatory Reporting Training.