

## Position Information Document

POSITION TITLE	Administration Officer
ESO GRADE	2
ESO STREAM	Administration
EMPLOYMENT TYPE	Permanent
HOURS PER WEEK	37.5
WEEKS PER YEAR	41

### Key Working Relationships

- Principal / Deputy Principal
- School Finance Officer
- Teaching and non-teaching staff
- Parents/caregivers, students, and other members of the school community
- Visitors
- External parties/stakeholders

### Broad Purpose

Under general supervision, carry out a wide range of reception and administrative duties to assist leadership, staff and other members of the school community and visitors, to deliver an efficient and responsive customer-focused support service across the school.

The Administration Officer is responsible for creating a professional impression to effectively handle the flow of people and enquiries and support the day-to-day running of the school's administrative areas to achieve a value-add experience for those seeking assistance.

### DUTY STATEMENT

Duties include, but are not limited to:

- 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.
- Assist in the administration of enrolment activities including handling initial enquiries, preparing information packs, and arranging interviews.
- Carry out accurate and timely filing of documentation and records to achieve effective maintenance of records and record systems.
- Process payments received by the school daily, in accordance with Finance procedures.
- Arrange and organise meetings and events including meetings with parents/caregivers and external parties, parent teacher nights, etc.
- 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.
- Regularly monitor mandatory staff training and notify, follow-up and arrange for the timely renewal of training to occur to achieve full compliance.
- When required, provide support with school recruitment activities including listing job vacancies on CESA website, compiling applications for panel members, arranging interviews with candidates, preparing recruitment correspondence etc.
- As advised, assist with general organisation of excursions and activities, e.g. booking transport, liaising with external organisations/providers, administering receipt of consent forms etc.
- When required, provide meeting support including preparation of agendas from material provided, compile documentation and distribute minutes.
- Undertake mass production of printed material and documents including copying, collating, stapling, binding, folding, and cutting and ensure ongoing operational photocopier requirements are met.
- Assist with the preparation and maintenance of internal and external publications and media platforms including the newsletter, website, facebook and other platforms the college may implement.
- 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.
- High level computer proficiency to assist in the publication and distribution of school correspondence, newsletters, website etc., as required.

- Assist and support work colleagues and members of the school community and participate in school events as appropriate to the role.
- 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.
- Actively participate in regular performance reviews and undertake applicable training as required.
- Undertake other duties, as required by the Principal (or delegate).

## PERSON SPECIFICATIONS

- A Certificate III in Administration or Business (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Experience working in a school setting is highly desirable.
- Demonstrated experience with reception and administrative procedures and proficient use of a range of office equipment including proficiency with computer skills.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- High level interpersonal skills to interact positively with all members of the school community and be a good role model for students and a representative of the school.
- High level communication and teamwork skills to work collaboratively and flexibly with, and support and assist others.
- Able to take direction and act on it as well as be self-directed and utilise some discretion and judgement, as required.
- Good time management and organisational skills and ability to effectively prioritise tasks.
- Demonstrated ability to maintain confidentiality at all times.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.

## SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- 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.

## W O R K   H E A L T H   &   S A F E T Y

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 indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.