



ADMINISTRATION ASSISTANT

POSITION DESCRIPTION

Our Vision: Catherine McAuley College Bendigo (CMCB) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. Our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The Administration Assistant will be customer focussed with a broad understanding of all administration requirements across the College, fostering the Mercy values of Compassion, Justice, Respect, Hospitality, Courage and Service. The Administration Assistant joins the General Office Team.

ESSENTIAL DUTIES & RESPONSIBILITIES

<p>Customer Focus</p>	<ul style="list-style-type: none"> Attend to visitors or families who may be visiting the College and provide informed and friendly customer service to all. 'Model' excellent professional working relationships with students, parents and other professionals in the College. Provide an excellent administrative service to all sections of the College community. Contribute to the overall ethos/work/aims of the College and meeting the needs of the students. Perform reception duties throughout the day, acting as first point of reference for incoming calls, both internal and external, and incoming email and post, directing and forwarding messages and mail as required. Maintain Visitor Register software (currently 'passtab') and ensure all visitors and contractors can be identified by wearing clearly visible badges. Provide support and assistance to school staff.
<p>Communication</p>	<ul style="list-style-type: none"> Prepare and distribute all College communication including excursion and activity consents. Assist with paperless methods of communication, via approved College communication tools. Delivering messages to students.
<p>Administration</p>	<ul style="list-style-type: none"> Be responsible for the general administration of the school office. Creating and proof-reading College communication to parents, as provided by members of Catherine McAuley College Bendigo Leadership. Maintaining student records and filing relevant correspondence. Provide administrative support to the Leadership team when requested.



	<ul style="list-style-type: none"> • High level competency with Microsoft Office products and database software. • Service orientated, responsible with the ability to work under minimum supervision. • Excellent communication skills, self-motivation with a commitment to working in a team. • Document management, including printing, photocopying, filing, binding and archiving. • Strong time management skills and the ability to schedule and organise competing demands. • A passion for education, helping others whilst maintaining integrity and confidentiality. • Highly presentable with a professional manner. • Well-developed organisational skills, including the ability to work to deadlines and the ability to plan for short-term and longer-term strategic outcomes. • Monitor stationery stock and order as required.
Learning & Teaching Team Support	<p>As required, provide assistance in the following areas:</p> <ul style="list-style-type: none"> • Support Teachers in Positions of Leadership and other members of the Leadership Team. • Student-led Interviews and associated administration. • Print and collate Year 10 and 11 exams in June and November.
Student Data Management	<ul style="list-style-type: none"> • Maintain high standards when managing confidential information, complying with the College's data protection policies and procedures and legislative requirements. • Ensure record management is in accordance with legislation and VRQA requirements
Accountability, Performance and Line Management	<ul style="list-style-type: none"> • Regularly review own practice, set personal targets and take responsibility for own personal development with support from the College. • Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager, respond to or adapt to change as required. • Take an active part in the Performance Management process with your Line Manager, sharing your success stories as well as your challenges. • Continue to learn and develop as a professional, completing inductions, attending relevant training to update knowledge and skills. • Appreciate, respect and support the role of other team members.
Student Services	<ul style="list-style-type: none"> • Issue late passes and uniform passes. Issue leave passes to students at the request of parents or carers. • Attend to students who are ill, issue sick passes, monitor students in Sick Bay and arrange collection by parents. • Provide students with a child-safe environment and proactively monitor and support student wellbeing. • Follow College student attendance procedures. • Monitor student attendance daily, follow up with Leadership or families as required.
First Aid	<ul style="list-style-type: none"> • Provide First Aid care as required in support of the Healthcare and First Aid Coordinator.
Professional Development	<ul style="list-style-type: none"> • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process. • Be an active member of a relevant professional association as duties permit.
Nurture Culture	<ul style="list-style-type: none"> • Understand and drive culture change.



	<ul style="list-style-type: none"> • Be responsive to the complex, challenging and changing environment and the diverse nature of the College context. • Be aware of and support the Mercy Code of Conduct to ensure equal opportunities for all, regardless of race, sex, age or background. • Draw on the knowledge and skills of staff members to support change.
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. • Demonstrate professional and collegiate relationships with colleagues.

KEY SELECTION CRITERIA

Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Proven experience handling a wide range of administrative tasks in a multi-disciplinary environment. <p>Desirable</p> <ul style="list-style-type: none"> • Current training qualification that meets the requirements of HLTAID011 – Provide First Aid and a willingness to complete every 3 years. • Current training qualification that meets the requirements of HLTAID009 – Provide cardiopulmonary resuscitation and a willingness to complete this annually.
Skills and Attributes	<ul style="list-style-type: none"> • Outstanding communication and interpersonal skills with the ability to establish and maintain professional and collegiate relationships with key stakeholders, including students, parents, carers, other staff members and the school community. • Ability to show initiative and problem solve. • Willingness to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, camps/excursions. • Ability and willingness to accept policy directives. • Excellent organisational skills with the ability to manage complex tasks with minimal supervision. • Ability to work under pressure and to tight timelines. • Excellent attention to detail.
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work. • Must hold or be willing to acquire a Working with Children Check (employee status) and must be willing to undergo a National Police Record Check.



EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College Bendigo and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	General Office Manager
Conditions	Conditions are in accordance with the Catholic Education Multi Enterprise Agreement (CEMEA) 2022.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	Undertake professional development in line with the College Professional Learning policy.
Last Reviewed	July 2024

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.