



*Marist-Sion College - Warragul*

## Position Description

### Administration Officer - Casual

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, earning** and **life** in a **welcoming community**.

#### STATEMENT OF DUTIES

<b>Position Objective</b>	<p>To provide administration and reception services to the general public, College students and members of the College community in a professional, positive and efficient manner. To provide general administrative support to all College staff in conjunction with the College Receptionist.</p> <p>The Administration Officer is appointed by the Principal and is responsible to the Business Manager. The Administration Officer is required to undertake a broad range of tasks to support the needs of Marist-Sion College.</p> <p><b>FTE &amp; Position Type:</b> Casual  <b>Assignment Dates:</b> Various  <b>Employment Category:</b> Category A - Education Support Employee  <b>Campus Location:</b> Warragul  <b>Agreement:</b> Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p>
<b>Organisational Relationships</b>	<p><b>Reports to:</b> Various (Project Dependant)  <b>Supervises:</b> Nil  <b>Internal Liaisons:</b> Administration and Events Manager, Leadership Team, Teaching and Non-Teaching staff of the College and Students.  <b>External Liaisons:</b> Student families including parents, guardians and carers, members of the College Community and general public.</p>
<b>Responsibilities</b>	<p>The following routine and more complex administrative tasks should be undertaken in conjunction with the College Receptionist, working as a team. The Supervisor/ Manager will set the priorities for the assignment.</p> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Greet visitors and assess their needs and make the appropriate referrals.</li> <li>• Provide a high level of customer service to all internal and external clients at all times.</li> <li>• Provide all general administrative and secretarial support to the College.</li> </ul>

## STATEMENT OF DUTIES

	<ul style="list-style-type: none"> <li>• Provide assistance to the work flows of the College publications, and events.</li> <li>• To be responsible for overseeing, coordinating and providing the administration services of the College in conjunction with the Events and Administration Manager.</li> <li>• To assist College Reception to ensure it is operated in a professional, positive and efficient manner.</li> <li>• To recognize, develop and implement new administration service opportunities and work towards continuous improvement of current procedures.</li> <li>• Purchase and keep the inventory of office supplies, stationery and Staff Lounge requisites.</li> <li>• Ensure the distribution of in-coming mail to pigeon holes and organise couriers.</li> <li>• Provide photocopying services to Teaching staff as required.</li> <li>• Oversee the ordering and arranging of student transport for sport excursions, trips and other school activities.</li> <li>• Provide significant support to the Emergency Control Team in the event of Emergency Drills and Emergency Events.</li> <li>• Provide administrative support and service to the Leadership Team as required.</li> <li>• Ensure administration office is kept in a professional and tidy manner.</li> <li>• Handle confidential information in an appropriate manner.</li> </ul> <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>• Assist with the provision of student support services.</li> <li>• Assist with the provision of customer service via the telephone and reception desk.</li> <li>• Assist with customer receipting and cash handling.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• Provide backup First Aid assistance to the College.</li> <li>• Provide backup First Aid assistance to Sick Bay as directed.</li> </ul> <p><b>Emergency Management</b></p> <ul style="list-style-type: none"> <li>• Assist with disaster response tests such as evacuations and lockdowns.</li> <li>• Act as a Warden/Communications Officer in the event of an emergency response.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Be open to professional development in your area of work.</li> </ul>

## STATEMENT OF DUTIES

	<ul style="list-style-type: none"> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Other duties as directed by the Principal.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent verbal communication/phone skills</li> <li>• Polite, friendly and approachable manner</li> <li>• Ability to relate to and empathise with a range of people</li> <li>• Ability to refer enquires through the appropriate channels</li> <li>• Resourceful</li> <li>• Self-motivated</li> <li>• Multitasking</li> <li>• Strong attention to detail</li> <li>• High level organisational and planning skills</li> <li>• Excellent team working skills</li> <li>• Problem solving abilities</li> <li>• Ability to cope with and meet deadlines</li> </ul>

# Selection Criteria

## Administration Officer - Casual

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none"><li>A demonstrated understanding of the ethos of a Catholic school and its mission.</li></ul>
2. Commitment to Child Safety	<ul style="list-style-type: none"><li>A demonstrated understanding of child safety.</li><li>A demonstrated understanding of appropriate behaviours when engaging with children.</li><li>Be a suitable person to engage in child-connected work.</li><li>Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li></ul>
3. Education and Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>A qualification in Office Administration or related area, and/or equivalent work experience. (Minimum 2 years' experience in a Reception or similar position).</li><li>Well-developed computer skills and proficiency in the use of software packages, such as Word, Excel, PowerPoint.</li><li>A minimum of Certificate 2 in First aid is essential (The College will provide this training if necessary).</li><li>A current motor vehicle driver's license.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>Knowledge of the operation of a Secondary Education Facility would be a distinct advantage.</li><li>Knowledge of SIMON and Synergetic educational programs.</li></ul>
4. High quality executive secretarial, organisational and administrative skills	<ul style="list-style-type: none"><li>Proficiency in the use of software packages, such as Word, Excel, PowerPoint. Experience with a client database would be an advantage.</li><li>Ability to identify process changes for improved service delivery.</li><li>Highly motivated, with an ability to prioritise multiple tasks and work within strict deadlines.</li></ul>
5. Exceptional attention to detail and methodical / thorough approach.	<ul style="list-style-type: none"><li>Ability to manage a number of competing tasks simultaneously and a demonstrated ability to work under pressure.</li><li>Ability to make quick decisions.</li><li>Ability to adhere to policies and procedures, ensuring high standards.</li><li>Proficient in note taking.</li></ul>
6. Service excellence and team focused.	<ul style="list-style-type: none"><li>Looks for continuous improvement opportunities and ways to innovate, and encourages others to do the same.</li><li>High level customer focused and team orientated characteristics.</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to create a positive first impression.</li> <li>• Resourceful and helpful.</li> <li>• College Ambassador approach.</li> </ul>
<b>7. Ability to maintain confidentiality</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of confidentiality.</li> <li>• Absolute discretion when dealing with confidential information.</li> <li>• Ability to adhere to policies and procedures, ensuring high standards.</li> </ul>