

# POSITION DESCRIPTION

## Administrative Support Assistant

### St Catherine



The Administrative Support Assistant is responsible to the Principal through the Deputy Principal Campus Director (St Catherine) and the Director of People and Culture.

The Administrative Support Assistant supports the efficient operation of the school office by performing various administrative and clerical tasks in accordance with the various College policies and procedures.

This role coordinates diary management, academic processes, events, transportation logistics, Operoo and school system administration, reception duties, and first aid response. The position plays a vital role in facilitating efficient day-to-day operations across both campuses and maintaining student and staff wellbeing.

#### **CHILD SAFETY:**

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make.

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

#### **LOCATION**

The primary place of work is St Catherine campus. However, at the Principal's discretion the Administrative Support Assistant may be required to perform duties at St Clare or any other campus operated by Kolbe Catholic College.

#### **RESPONSIBILITIES:**

##### **Executive Support**

- Provide comprehensive administrative assistance to the Deputy Principal Campus Director, Director(s) of Students and Year Level Leader(s) at St Catherine campus.
- Manage and maintain the Deputy Principal's diary and calendars, prioritising urgent and sensitive matters.
- Prepare, proofread, and format correspondence, reports, publications, and presentations.
- Liaise with internal and external stakeholders on behalf of the Deputy Principal Campus Director St Catherine.
- Prepare agendas, take minutes, and distribute documentation for meetings as required.

#### Operations and Event Support

- Coordinate and support the planning and logistics of college events, such as whole campus masses, academic functions, excursions, and internal meetings.
- Book venues, arrange catering, manage RSVPs and resources.
- Assist with the maintenance of the campus Calendar.
- Attend key out-of-hours events and meetings as required.

#### Bus and Transport Coordination

- Manage all administrative aspects of bus bookings for excursions, events, and the Campus-run bus service.
- Liaise with staff, parents, and transport providers to ensure smooth and safe operations.
- Maintain accurate bus schedules, update lists, and communicate changes.
- Ensure compliance with safety procedures in collaboration with drivers and service providers.

#### Synergetic and Data Management

- Administer Synergetic or the college excursion permission system including managing student forms, updating student information, permissions, and communication with families.
- Ensure accuracy, troubleshoot issues, and support staff in using Synergetic efficiently for excursions and event management.

#### General Administration and Reception

- Support the front office including telephone, reception, and student services duties.
- Respond to phone calls, emails, and enquiries professionally and promptly.
- Perform general clerical tasks including photocopying, filing, scanning, archiving, and data entry.
- Manage visitor sign-in/out processes and uphold school security protocols.
- Liaise with students, families, teachers, and external providers to provide appropriate support and direction.

#### First Aid and Student Wellbeing Support

- Provide timely and appropriate first aid to students, staff, and visitors, maintaining accurate medical records and ensuring confidentiality.
- Assist in managing and updating student medical plans (e.g. anaphylaxis, asthma, diabetes) and Personal Emergency Evacuation Plans.
- Maintain and monitor first aid supplies and support first aid requirements for excursions, camps, and events.
- Liaise with families and relevant staff regarding student health and wellbeing matters.

## Position Description

### Administrative Support Assistant – St Catherine

- Support the verification of staff first aid compliance (e.g. anaphylaxis training) and contribute to health education and emergency preparedness across the College.

#### OTHER DUTIES

- Attend non-teaching staff meetings and team meetings as required
- Other duties as required by and negotiated with the Principal, Deputy Principal(s) and the Director of People and Culture
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

#### POSITION CLASSIFICATION:

- Position: Administrative Support Assistant – St Catherine X 2 Positions
- Remuneration: Education Support Officer – Category C, Level 2
- Tenure: Full time - ongoing.
- Review - a performance review process will be developed based on a self and peer appraisal.

#### KEY SELECTION CRITERIA

- A current National Criminal Records Check
- A current Working with Children Check Card
- A current Level 2 First Aid Certificate is desirable.
- Effective planning and organisational skills; ability to manage multiple deadline and competing demands
- Excellent interpersonal and communication skills to interact effectively with students, parents, and staff.
- Professional telephone and customer service etiquette
- A high level of literacy, numeracy and information technology skills
- Ability to work independently as well as within a team environment
- The ability to maintain the highest levels of confidentiality when dealing with privileged information
- Commitment to the value and ethos of Catholic education.