



Penola Catholic College Position Description

Position Title	Campus Office Administration Officer / First Aid Officer
Classification	Education Support Category B Level 2 (paid during school holidays)
Employment Status	Fixed Term Part Time 3hours per day Monday to Friday 11.00am to 2.00pm
Reports to	Principal, Business Manager

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Campus Offices of Penola Catholic College are busy office environments with approximately 1400 students being assisted over the two Campuses. The Campus Office Administration Officer role is a very busy role, with day-to-day administration duties involving many interactions with students, parents and teachers. The Administration Officer needs to be flexible, as some attendance is required at events that may be outside normal working hours of the role. The Campus Office is responsible for all first aid requirements of the campus, including staff and students. The Administration Officer is to bear in mind the confidentiality of some of the information made available through the role and thus apply a professional approach in all matters pertaining to the role.

Responsibilities and Accountabilities

- Provide administration assistance to parents, staff and students
- Responsible for absences, attendance and keeping student files current and up to date
- Record student absentee's late arrivals and early departures and advise parents of non-attendance
- Administer First Aid as required and manage the sick bay
- Assist with student management
- Distribution of information to home rooms
- Preparation of daily bulletin and posting on MyPenola
- Keep office, sick bays and print room neat and tidy
- Photocopy for staff, as required

- Coordinate with YLC regarding students
- Undertake data entry and filing for the YLCs
- Respond to staff, student and parent enquiries
- Keep a record of confiscated items and return items at the appropriate time and record students who are sent to shave, remove makeup, remove nail polish and advise when student has 3 offences
- Keep a record of lost and found property
- To accurately enter excursions into Operoo and Sal on CEVN
- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries
- Any other duties as directed by the Principal or Principal's nominee (e.g. Deputy Principal Head of Campus and or Business Manager)

Glenroy Campus Office

The Glenroy Campus Office Administration Officer will be required to perform all of the above duties and the following additional duties:

- Receipting, banking and reconciling of all financial transactions
- Assist parents/guardians with any account enquiries
- Provide administration support for Grade 6 testing
- Provide administration support for the Year 7 orientation day

Experience and Qualifications

- First Aid qualifications
- Excellent communication and customer service skills, with the ability to tailor information and explanations to a range of people, in an effective and confident manner, dealing with challenging behaviour firmly but politely
- Undertakes finely detailed work in a precise and accurate manner
- Demonstrates commitment to the objectives of the work area and the College and shows considerable drive and effort in achieving work targets
- Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
- Proactive and self-starting, taking responsibility for own actions
- Experience in Microsoft Office Suite, Outlook, and Synergetic.
- Accepts new and different situations as a matter of course and effectively meets new challenges
- Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use
- Be able to do repetitive and/or menial tasks when required.
- Cooperate effectively within a team and work collaboratively to achieve work plan and goals
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others
- Hold a current Working with Children Check and Police Record Check
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving
- Functional knowledge and skills
- Service to others / customer focus
- Building trust
- Collaboration
- Communication
- Taking initiative

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Business Manager.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.