

POSITION DESCRIPTION

Casual Administrative Assistant

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

“With Him is the
fullness of life”
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the Casual Administrative Assistant will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The Casual Administrative Assistant will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

SPECIFIC RESPONSIBILITIES

The Casual Administrative Assistant works collaboratively to provide a quality service in response to both internal and external queries and needs, enhancing the image, professionalism, and reputation of the College.

This role can sometimes be the first point of contact for enquiries to the College regarding student issues, necessitating quality communications. In addition, the Casual Administrative Assistant may assist with student, parent and staff requests for assistance, requiring a calm and efficient approach to the varying demands in order to achieve all necessary tasks.

The Casual Administrative Assistant is required to be familiar with and comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Casual Administrative Assistants will assist in the provision of a child safe environment for students and demonstrate duty of care to students in relation to their physical and mental wellbeing.

The Casual Administrative Assistant remains responsive to the needs of the students and staff, and to the requirements of relevant school policies and those of the Catholic Education Commission of Victoria (CECV) and Melbourne Archdiocese Catholic School (MACS).

SPECIFIC TASKS CAN INCLUDE

Administrative Duties

Provide a courteous and friendly telephone, email and reception service to all callers and visitors, ensuring that the appropriate staff member receives the information as required, which contributes to the smooth running of the College and enhances the College's professional image.

Work to demanding deadlines and adapt and operate effectively in a dynamic business environment.

Act as a crucial point of contact for both internal and external general enquiries and requests for assistance, maintaining appropriate confidentiality and either responding or directing these to other staff members as appropriate, so that timely and relevant responses are provided.

Ensure that all front offices are well presented and run efficiently and effectively, through adequate maintenance of equipment and resources.

Administrative Support

Provide direct support to staff working from numerous areas of the school and undertake general administrative and support duties as required which contribute to the smooth and effective daily operations of the whole College:

- Student Services including the Deputy Principal Students & Engagement, the Head of Students (10 – 12), the Head of Students (7 – 9).
- Learning and Teaching Team including the Deputy Principal of Teaching & Innovation
- Main Leadership office
- Enrolments Office
- Marketing and Events office
- Business office and Finance

CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important 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. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- 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
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

KEY SELECTION CRITERIA

All applicants need to meet the following key selection criteria:

- A personal commitment to the College Vision, Mission and values.
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature.
- Well-developed communication skills (phone, email, written correspondence).
- Use diplomacy, discretion and tact as required in a professional work environment.
- High level skills in Microsoft Office suite of applications.
- Capacity to successfully operate a multi-line phone system.
- Understanding of database maintenance and management of highly sensitive data.
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines.
- It is a preference that this position holds an up to date First Aid and CPR certificate (or willingness to obtain one).
- Able to work independently with minimal supervision.
- Able to use initiative to resolve problems in a constructive manner.

POSITION CLASSIFICATION

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| Classification: | Casual Education Support |
| Tenure: | Casual |
| Entitlements: | Entitlements under the <i>Catholic Education Multi Enterprise Agreement 2022</i> (or its successors) |
| | Must hold valid <i>Working with Children Check</i> |

Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct. All Education Support Employees must hold a valid Employee Working with Children check.