



POSITION Description



College Administration Coordinator

POSITION DESCRIPTION

Accountable to:	Principal
Line Manager:	School Services Manager
Tenure:	Permanent, Full-Time
Hours:	Monday to Friday, 8:09am – 4:45pm with access to a 1-hour unpaid lunch break
Classification:	School Services Officer Level 3
Category:	Category C (entitled to 7 weeks leave annually)

St Patrick's College is a Catholic secondary school for boys in the Edmund Rice tradition. As a day and boarding school for boys in Years 7 to 12, we are proud of our rich tradition serving the educational needs of young men from Ballarat, Western Victoria and beyond since 1893.

Central to the mission of the College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of all students. This provides them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. The College is committed to achieving excellence in all its forms.

St Patrick's aspires to be faithful to the Touchstones of a Catholic School in the Edmund Rice tradition; these touchstones are Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community. St Patrick's College is an organisation committed to Child Protection and to the implementation of Child Safeguarding policies, procedures and practices.

At St Patrick's College, we aim to create a joyful workplace that celebrates the uniqueness of every staff member. We believe our staff are our greatest asset, and we are committed to ensuring that, through collaboration, teamwork, continuous professional learning, and support, all staff have the opportunity to reach their full potential and make their best contribution to the College.

We understand that fostering a positive and supportive environment for our staff directly impacts the quality of education and care we provide for our students. By empowering our staff, we ensure that they are best equipped to inspire and guide our students to achieve their fullest potential. Together, we strive to create an environment where both staff and students flourish in a culture of excellence.

POSITION SUMMARY

The College Administration Coordinator is a key point of connection between the College and its community, delivering high-quality customer service to students, parents, staff and members of the wider community. The role acts as the central liaison between the College community and their external uniform provider, provides exemplary administrative support to members of the College Leadership Team, and supports front reception operations. This position plays an integral role in supporting the effective operations of the College and in upholding a welcoming, inclusive and well-organised educational environment where all stakeholders feel valued and supported.

DUTIES AND RESPONSIBILITIES

Uniform Liaison

- Act as the primary point of contact between the College and its uniform provider including ensuring that the College uniform adheres to the College style guide and presentation standards
- Coordinate the ordering, delivery and management of staff uniforms, and ad-hoc student uniform items (e.g. annual VCE tie, jumper, and hoodies)
- Oversee the procurement of College, class set, sports uniforms
- Administration of CDF Pay processes related to the above mentioned uniform purchases

Administration, Executive Support and Communications

- Provide high level administrative support to the Heads of School
- Prepare, print and distribute examinations, assessments, and ad-hoc documentation for staff, ensuring accuracy, confidentiality and timely delivery
- Support College communications by assisting with the preparation and distribution of internal notices, memos and digital communications, and to parents, guardians, and the wider St Patrick's College community, ensuring College values, tone and style are maintained
- Utilise strong information systems skills, including a strong knowledge of the Microsoft Office suite, to assist with data handling and reporting
- Act as the key contact for all College based printing
- Manage stationery orders, ensuring stock levels are maintained and procurement is efficient and timely
- Assist with logistics for College events and operational activities, including but not limited to academic awards, school photo days, days of celebration (e.g. St Patrick's Day, Edmund Rice Day)
- Provide operational support to the canteen as required

Reception

- Provide a professional, welcoming first point of contact for all visitors to the College, in person and over the phone
- Answer and direct phone calls efficiently and courteously, and manage general College email enquiries by directing correspondence appropriately
- Ensure all visitors complete sign-in requirements, including Working with Children Check (WWCC) documentation, in accordance with College procedures
- Receive and process over-the-counter payments, including but not limited to, school fees, trip payments etc.
- Receive parcels and deliveries and notify staff promptly
- Maintain the presentation of the College foyer and reception area
- Provide administrative and operational support to other areas of the College as required, including Student Services, First Aid, the Development Team and the Finance Team

Other Duties

The College Administration Coordinator will perform any other duties commensurate with their skills and experience which are required by the Principal or their delegate from time to time.

Policies and Procedures

The College Administration Coordinator must adhere to all relevant College policies and procedures, ensuring compliance with applicable legislative and regulatory requirements in the performance of their duties.

Child Safety

The College Administration Coordinator will comply with the College's Child-Safeguarding Policy and Code of Conduct and any other policies or procedures relating to child safety, assist in the provision of a child-safeguarding environment for students, and demonstrate a duty of care to students in relation to their physical and mental wellbeing.

The College Administration Coordinator will work collaboratively with the Principal and the Leadership Team to ensure the College meets its ongoing obligations in respect of child safeguarding initiatives including as required by the Child Safety Standards set out in the *Education and Training Reform Amendment (Child Safe Schools) Act 2015* (Vic), Ministerial Order 1359 and the EREA National Safeguarding Standards.

Occupational Health and Safety

The College Administration Coordinator will contribute, as required to ensure the College meets its health and safety duties and obligations under the *Occupational Health and Safety Act 2004* (Vic). This includes supporting the Principal or their delegate in responding to critical incidents and ensure alignment with relevant health and safety policies.

Risk Management

The College Administration Coordinator will ensure all reasonable steps are taken to identify and manage foreseeable risks relating to the activities and operations of the College, including the development of risk management plans as required in accordance with College policies and procedures.

EXPERIENCE AND QUALIFICATIONS

- Demonstrated experience in a similar administrative role, with strong customer service, communication, and organisational skills, and the ability to provide effective support in a varied and changing environment.
- Demonstrated proficiency in Microsoft Office applications and relevant databases, with the capacity to follow procedures and compliance requirements accurately.
- Knowledge of school-based systems (e.g. SIMON and Synergetic) an advantage but not essential
- Demonstrated ability to work collaboratively as part of a team and build effective working relationships with a range of stakeholders.
- Hold a valid Working With Children Check and National Police Check.

KEY SELECTION CRITERIA

The following Key Selection Criteria will be used in the selection and appointment of this role. Candidates are to provide a written response as part of their application.

1. Understanding of and demonstrated commitment to the Catholic ethos and tradition of the College, and its Four Pillars – Faith, Tradition, Excellence and Joy.
2. Demonstrated experience in, or the capacity to manage, school uniform operations or retail coordination, including liaison with external providers, stock coordination, and customer service to families and students.
3. Demonstrated high-level organisational and time management skills, with strong attention to detail and the ability to manage multiple priorities in a fast-paced educational environment.
4. Demonstrated strong communication skills, both written and verbal, with the ability to prepare professional communications and engage effectively with students, parents, staff and external stakeholders.
5. Demonstrated ability to work collaboratively as part of a team, while also showing initiative and the capacity to work independently when required.

STATEMENT OF COMMITMENT TO CHILD SAFETY

St Patrick's College endorses, implements, and complies with the EREA Statement of Commitment to Child Safety.

St Patrick's College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies, and procedures to protect children from abuse.

1. All children have the right to be safe
2. The welfare and best interests of the child are paramount
3. The views of the child and a child's privacy must be respected
4. Clear expectations for appropriate behaviour with children are established in the Child Safety Code of Conduct
5. The safety of children is dependent on the existence of a child-safe culture
6. Child safety awareness is promoted and openly discussed within our College Community
7. Procedures are in place to screen all staff, external education providers, contractors, and volunteers who have direct contact with children.
8. Child safety and protection is everyone's responsibility
9. Child protection training is mandatory for all College Advisory Council members, staff, and volunteers
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College Community
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander
12. Children who are vulnerable have the right to special care and support
13. Children who have any kind of disability have the right to special care and support

EMPLOYMENT AT ST PATRICK'S COLLEGE

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices
- Be familiar with and have the ability to work towards achieving the goals outlined in the Strategic Plan
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm
- Be committed to self-development and ongoing professional development
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College
- Have knowledge/awareness of Occupational Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment