

# Student Services Administrator

<b>Role</b>	Student Services Administrator
<b>Classification</b>	ESO Category B, Level 3
<b>Reports to</b>	Director of Operations and Logistics

*“At the very heart of each Catholic school is a desire for the full flourishing of each student, across religious, physical, cognitive, emotional and social domains (Catholic Education Melbourne 2016). School effectiveness strives to enhance the capacity of schools in all these domains, through the association of inputs, processes and outcomes.” - Horizons of Hope*

## Position Description

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Marcellin College is a leading Catholic secondary school for boys conducted by the Marist Brothers since 1950. The College is part of the mission of the Catholic Church and is a faith community where learning and teaching seeks the integration of faith, life and culture.

The Student Services Administrator reports to the Director of Operations and Logistics and is a member of the Student Services Team. The Student Services Administrator supports the College by undertaking assigned daily duties in a timely manner and providing administrative support for a number of initiatives across the College calendar.

The Student Services Administrator is responsible for exhibiting the College philosophy and modelling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice. The position is expected to support the vision and goals of the College as a learning community and to participate in their own on-going professional development and learning.

## Commitment to the Catholic Ethos

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It is expected that all staff of Marcellin endeavor to uphold the Catholic and Marist identity of the College and to live out its vision. In practice this involves:

- An acceptance of the Catholic educational philosophy of the College;
- Development and maintenance of an adequate understanding of those aspects of Catholic teaching that touch upon the aspects of their work;
- Accept and appreciate Catholic teaching and Marist characteristics through their work and through personal example;
- Comply with relevant CECV and Marist Schools Australia Policies;
- Embrace the College approach towards wellbeing and support relevant departments in monitoring student progress and wellbeing

**MARCELLIN COLLEGE**

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## Responsibilities

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- Perform assigned administrative duties in a timely and professional manner. Such tasks include (but are not limited to) – fielding calls / messages for students and staff, formatting and distributing correspondence, stationary orders, etc
- Provide administrative support to the Directors, Applied Learning and VET Coordinator, VCE Coordinator and Professional Learning Leader including managing their calendars, making appointments, support with logistical items, booking facilities, etc
- Assist the College Nurse by providing back up assistance to First Aid as required and the collation of First Aid administration documentation
- Transport
  - support the booking of vehicles for excursions and other College events
  - follow up buses that fail to arrive at the end of the school day
- Manage key student management tasks including student lift usage, lost property, confiscated phones, padlocks, etc
- Monitor student attendance, uploading medical certificates and notes, send notifications to parents and inform the relevant staff (eg House and Pastoral Leader). The College Nurse is notified where absences are due to injury or other health related matters
- Monitor staff data entry for attendance of class and communicate any issues based on set processes
- VASS Administration
  - maintain the record, data collection and transfer of student data from the College, including enrolments, results and withdrawals for VCE and VM
  - communicate with all VCE/VM teachers in relation to class lists and input assessment records
  - organise the distribution of all exam results, statement of results and certificates forwarded by the VCAA to our students
  - provide data of student results to VCE staff and Learning Leaders
  - provide ongoing information regarding any student that doesn't qualify for the VCE or VM certificate.
- Under direction from the Director of Learning Culture, Applied Learning and VET Coordinator and VCE Coordinator:
  - maintain attendance and assessment records with regards to VET/VM/TAFE and structured workplace learning.
  - uploading of Special Provision documentation and communicating the outcome of all applications.
- Examinations
  - To assist in the preparation of the trial examinations and VCAA end-of-year examination arrangements
  - Organising and scheduling of supervisors for the VCAA GAT and examinations
  - Organise seating arrangements for the VCAA GAT and VCAA end-of-year examinations, disseminating this information to maintenance and to students
  - Support the administration of the annual NAPLAN testing

- Manage the administrative components of the College's detention process by preparing resources, preparing the roster and communicating the number of participants
- Support College functions and events i.e. Open Day, Expos, etc
- Support the College's Subject Selection Process in consultation with the VCE Coordinator in administering subject change requests, the Acceleration, Load Reduction and Non-Standard VCE meetings and communication of the outcome of these applications
- Assist the Careers Practitioners in the coordination of the College's Work Based Learning program (work experience) including – communication to employers, parents and students, the collection and collation of applications, distribution of reports and forms and the coordination of teacher visits
- Support the Professional Learning Leader by acting as a contact point for Pre-Service Teachers, liaise with Universities regarding the PST payment process and inform the Deputy Principal - Staff of PST payments
- Support the VCE Coordinator with logistical items such as SAC reschedules, VCE breaches, etc
- Prepare agendas and minutes for relevant meetings and attend these meetings in a minute taking capacity
- Act as a liaison for CRTs in the absence of the Daily Organiser

Any other duties as reasonably assigned by the Principal or their delegate

### **Selection Criteria**

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Applicants should be able to demonstrate:

- A commitment to Catholic ethos and Marist spirituality
- An ability to maintain confidentiality and deal with sensitive information appropriately
- Demonstrated high level written and verbal communication skills, and high-level interpersonal skills including a capacity to develop constructive relationships with students, staff and parents
- Experience with data entry and the Microsoft Suite of products
- An ability to work collaboratively as part of a diverse team
- Excellent time management skills

Commitment to child safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety
- A commitment to undertake assigned child safety training in timely manner

## Child Safety

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Marcellin College has zero tolerance for child abuse and is committed to the safety and wellbeing of our students. The College and our governing body Marist Schools Australia have implemented a comprehensive Child Safeguarding Program in accordance with 'Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises.

All staff at Marcellin College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No 1359. Employment at Marcellin College is subject to school policies including the Child Safeguarding Policy, Marist Child Safe Adult Code of Conduct, Staff and Student Professional Boundaries, Mandatory Reporting Policy and Statement of Principles Regarding Catholic Education being read, understood and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

All staff at Marcellin College are committed to embedding a culture of Child Safety and implementing all child safe procedures and requirements when employing and engaging any workers including all employees, volunteers and contractors. For further information on our policies please refer to our [marcellin](#) website.

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).