



POSITION Description



School Services Administration Officer – Indigenous Programs and Student Support

POSITION DESCRIPTION

Accountable to:	Principal
Line Manager:	School Services Manager
Tenure:	Permanent, 0.8 to 1.0 FTE (fixed hours) to be agreed with the preferred candidate
Classification	Education Support Level 3.1
Category:	Category B

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 School Services Administration Officer – Indigenous Programs and Student Support provides administrative support to Aboriginal and Torres Strait Islander students and their families, as well as support to the Front Reception/School Services Team as required.

The role combines:

- Support for the College's Clontarf program, and First Nations Cultural Officer in assisting indigenous students, including mentoring and supporting their transition to life at St Patrick's College
- Strong family and community engagement
- Key administrative and funding support relating to enrolment, attendance, boarding, travel and reporting

The position plays a pivotal role in strengthening student engagement, wellbeing, attendance and retention, while supporting the College's Reconciliation Action Plan (RAP) and commitment to culturally safe practices.

DUTIES AND RESPONSIBILITIES

Indigenous Student Support and Wellbeing

- Provide a safe and culturally respectful environment for students to discuss their physical, social and emotional wellbeing, including their connection to Country and culture.
- Build strong, trusting relationships with students and develop individual goals and cultural plans that incorporate educational, wellbeing, recreational and vocational aspirations.
- Identify barriers to student success and work collaboratively with Clontarf, the First National Cultural Officer, students and support networks.
- Coordinate indigenous boarder student travel during term breaks and holidays in accordance with funding guidelines and Child Safety requirements. This may include accompanying students on termly flights and/or collecting students from airports.
- Support Boarding staff with the transition of new students, including orientation activities and cultural programs.

Reception/School Services Support

- Provide a professional and welcoming first point of contact for all visitors to the College, both 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 school fees, excursion and trip payments, and other related transactions.
- Receive parcels and deliveries and promptly notify relevant staff.
- Maintain the presentation and cleanliness of the College foyer and reception area.
- Provide administrative and operational support to other areas of the College as required, including Student Services, the Canteen, First Aid, the Development Team and the Finance Team.

Indigenous Family and Community Engagement

- Act as a key point of contact for Indigenous families, providing accessible information, guidance and advocacy.
- Build respectful and trusting relationships with families that acknowledge their role as children's first educators.
- Establish and maintain partnerships with community organisations, service providers and education stakeholders (e.g. BADAC, Clontarf Academy and feeder schools).
- Support enrolment, interview and transition processes in collaboration with the Registrar and relevant staff.

Indigenous Administration, Funding and Program Support

- Assist families with enrolment processes, ABSTUDY applications and related documentation.
- Assists families with booklists, uniforms and resourcing for Indigenous students receiving relevant scholarships.
- Prepare and submit scholarship and funding applications, and monitor, track and collate reporting and acquittal requirements.
- Collate student updates and reports for internal and external stakeholders, including funding bodies.
- Provide administrative support to Indigenous programs, boarding events and special cultural activities.
- Maintain accurate records and reports in accordance with College policies and confidentiality requirements.

Other Duties

The School Services Administration Officer – Indigenous Programs and Student Support 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 School Services Administration Officer – Indigenous Programs and Student Support 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 School Services Administration Officer – Indigenous Programs and Student Support 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 School Services Administration Officer – Indigenous Programs and Student Support 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 School Services Administration Officer – Indigenous Programs and Student Support 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 School Services Administration Officer – Indigenous Programs and Student Support 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 understanding of Aboriginal and Torres Strait Islander cultures, histories and connections to Country.
- Experience working with Indigenous students, families and communities in an education or youth-focused setting.
- Strong interpersonal and communication skills, with the ability to build rapport and trust.
- Exceptional administrative skills, including experience in preparing funding applications, reporting and record-keeping.
- Ability to work flexibly, independently and collaboratively within a multidisciplinary school environment.
- Capacity to manage sensitive information with discretion and professionalism.
- Willingness and ability to work after hours and travel as required.
- 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 commitment to the Catholic ethos and Four Pillars of the College – Faith, Tradition, Excellence and Joy.
2. Demonstrated understanding of Aboriginal and Torres Strait Islander cultures, histories and perspectives, with the ability to build culturally safe and supportive relationships with Indigenous students, families and communities.
3. Demonstrated capacity to support student wellbeing, engagement, transition and retention through positive relationship building and collaborative practice.
4. Demonstrated high level communication and stakeholder engagement skills, with the ability to liaise effectively and professionally with students, families, staff, community organisations and external agencies.
5. Demonstrated organisational and administrative skills, including the ability to coordinate programs, maintain accurate records, prepare reports and support funding and compliance processes.
6. Demonstrated ability to work flexibly, independently and collaboratively within a dynamic school environment, including the capacity to manage sensitive matters with professionalism, initiative and discretion.

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