



## Administrative Assistant

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Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is dedicated to Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

**Our school motto:** To Know Christ

**College Vision:** To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

**College Mission:** Emmaus College, as a Christ centered Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilize the knowledge and skills to be future-ready. Our mission as a Christ-centered community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

### EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

### Business Team

The Business Team at the College is committed to the provision of quality professional services for staff, students and families, which adds value to the school's operations and programs. The Administrative Assistant is a member of the College Business Team reporting directly through the Director of Business Operations to the Principal.

### The Position

The Administrative Assistant supports the administrative functions of the College and is responsible for establishing and maintaining top quality public relations by greeting and assisting visitors and other members of the College community who may present at Reception. The role may require working at any of our campuses.

### Key Responsibilities and Duties:

- Providing comprehensive library, administrative, Learning Diversity, student wellbeing and first aid support services across the College
- Providing high quality reception and administrative support, including managing enquiries, phones, visitors and appointments
- Advising on compliance for people visiting the College including, WWCC and VIT compliance documentation, health compliance requirements and child safety compliance
- Supporting the administrative work of the teachers and the Leadership Team
- Maintaining accurate student records, attendance data and College databases
- Liaising with parents in the event of student illness and student absences without prior notification from parents
- Handling confidential information with discretion and sensitivity
- Assisting with excursion administration and College communications platforms, including Paperly
- Processing payments, forms and financial documentation in conjunction with the Finance Department
- Maintaining school supplies, stationery and administrative resources
- Managing lost property and items belonging to students
- Embracing fully the use of the IT systems of the College
- Support the Learning Diversity Coordinator with administrative processes, setting up meetings and documentation requirements
- Providing student wellbeing, pastoral care and first aid support as required
- Administering basic first aid, medication management and student support in accordance with College policies and procedures
- Maintaining accurate medical, first aid and incident records
- Maintaining first aid equipment, emergency supplies and resuscitation equipment
- Maintaining and supporting library systems, cataloguing processes and resource management
- Processing, issuing, returning, shelving and maintaining library resources and equipment
- Coordinating overdue notices, stock takes and asset register updates
- Supporting the promotion of reading and literature as requested by the Director of the Junior School or the Literacy Leader
- Assisting with the coordination of Book Week, Book Club, Book Fair and other Library events
- Assisting with College Open Days and being a welcome presence for school tours
- Supporting teaching staff with curriculum resources and classroom learning materials
- Liaising with the Learning Centre Leader (Library) regarding the purchasing of new materials for the library
- Maintaining library-related information and resources within the College Learning Management System
- Coordinating and supporting parent volunteers assisting with Library programs
- Maintaining a calm, safe and welcoming environment conducive to learning
- Supporting the administration requirements of the College as directed by the Director of Business Operations and the Director of the Junior School

### Other Duties

- Ensuring that this role is characterised as far as possible by an atmosphere of welcome, warmth and hospitality for students, staff, parents and other members of the College community
- Ensuring always a public relations focus on service to current and prospective clients, attending promptly and in a friendly manner to their needs and promoting the College positively on all occasions
- Embody the values and high standards of the College
- Working efficiently and harmoniously, being flexible and open to learn new ways
- Attend staff meetings when required
- Any other duties as directed by the Principal, or member of the Leadership Team

### Experience and Qualifications

- Strong writing, editing, proof-reading and literacy skills
- Excellent organisational skills

- A valid Working with Children Check
- An up-to-date Criminal Records Check
- Relevant qualification(s)
- Excellent communication skills
- Proven ability to work independently and as a team member
- Advanced IT skills with experience in using Microsoft 365

### **Accountability**

The Administrative Assistant is accountable to the Principal via the Director of Business Operations.

### **Terms and Conditions**

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks.

This is an Education Support Cat B Officer role under the CEMEA 2022 with the level dependent on skills and experience. The working hours are Monday to Friday 10:00am to 2:00pm (0.53FTE). This is an ongoing, permanent, part-time position.

### **Professional Review**

This Position Description is intended as a framework for professional review.

*This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.*