

POSITION DESCRIPTION

Administrative Assistant to DP Campus Director, St Clare



The Administrative Assistant to DP Campus Director is responsible to the Principal through the Deputy Principal Campus Director St Clare and supports the efficient operation of the school office by performing various administrative and clerical tasks in accordance with the various College policies and procedures.

This role requires excellent communication and organisational skills, as well as a strong ability to prioritise tasks and manage time effectively.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance 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.

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

RESPONSIBILITIES:

- Assist in the daily operations in any area of the school office and campuses including student services, reception and learning areas.
- Handle incoming phone calls, emails, and messages, providing accurate information and redirecting as necessary.
- Manage visitor sign-in/sign-out procedures and ensure security protocols are followed.
- Perform general clerical duties such as photocopying, faxing, scanning, and filing documents.
- Maintain and organise school records, including student files, attendance records, correspondence, archiving and data input in the smart records system.
- Act as a liaison between staff, parents, and students, facilitating effective communication.
- Prepare and distribute agendas and associated paperwork and act as Minute Secretary as required for selected team meetings.
- Liaise with third parties on behalf of the Principal and Deputy Principals, as required.
- Assist with the coordination of school events, meetings, and activities when required.
- Input and maintain accurate data in the school's management system.
- Generate reports as required for administrative purposes as required.

- Work closely with the DP Campus Director St Clare, teachers, administrators, and support staff to facilitate communication and workflow.
- Participate in staff meetings and professional development opportunities as needed.
- Assist with student inquiries, directing them to the appropriate resources, staff, or services as required.
- Assist with scheduling and coordinating student appointments with counsellors, advisors, and other support staff as required.
- Provide support and guidance to students and families on available school resources, extracurricular programs, and community services as required.
- Liaise between students, families, teachers, and external service providers to ensure cohesive support.
- Creation, administration, tracking, and uploading of Student Behaviour Contracts.
- Coordinate, maintain records, upload, and monitor staff court orders.
- Coordinating and scheduling house morning teas.
- Supporting the Student Senate

OTHER DUTIES

- Attend non-teaching staff meetings and team meetings as required
- Other duties as required by and negotiated with the Principal, Deputy Principal(s) and the Director of People and Culture
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

POSITION CLASSIFICATION:

- Position: Administrative Support Assistant
- Remuneration: Education Support Officer – Category C, Level 2
- Tenure: Full time 1.0 ongoing.
- Review - a performance review process will be developed based on a self and peer appraisal.

KEY SELECTION CRITERIA

- A current National Criminal Records Check
- A current Working with Children Check Card
- A current Level 2 First Aid Certificate is desirable.
- Previous experience working in schools or educational settings is highly desirable.
- Effective planning and organisational skills; ability to manage multiple deadline and competing demands
- Excellent interpersonal and communication skills to interact effectively with students, parents, and staff.
- Professional telephone and customer service etiquette
- A high level of literacy, numeracy and information technology skills
- Ability to work independently as well as within a team environment

Position Description

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- The ability to maintain the highest levels of confidentiality when dealing with privileged information
- Commitment to the value and ethos of Catholic education.