

POSITION DESCRIPTION

Administrative Assistant to DP Campus Director St Catherine



The Administrative Assistant to the Deputy Principal Campus Director (St Catherine) is responsible to the Principal through the Deputy Principal Campus Director (St Catherine) and the Director of People and Culture.

The role provides high-level administrative, organisational and operational support to the Deputy Principal Campus Director and other designated members of the Leadership Team, contributing to the efficient day-to-day operation of the College.

The position supports College administration, staffing coordination, event and excursion management, student information systems, reception services, and student wellbeing processes, while ensuring all duties are carried out in accordance with College policies, procedures, and values.

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.

LOCATION

The primary place of work is St Catherine campus. However, at the Principal's discretion the Administrative Support Assistant may be required to perform duties at St Clare or any other campus operated by Kolbe Catholic College.

RESPONSIBILITIES:

Executive Support

- Provide high-level administrative support to the Deputy Principal Campus Director, Director(s) of Students, and Year Level Leader(s).
- Manage calendars, appointments, meetings, correspondence, reports, presentations, agendas, and minutes.
- Liaise professionally with internal and external stakeholders on behalf of College leadership.
- Support leadership with organisational, operational, and staffing matters across the campus.

Operations and Event Support

- Book venues, arrange catering, manage RSVPs and resources.
- Assist with the maintenance of the campus Calendar.
- Attend key out-of-hours events and meetings as required.

College Organisation and Daily Operations

- Support the effective day-to-day operation of the St Catherine campus through the coordination of staffing, schedules, and organisational processes.
- Manage staff absence notifications, maintain records, and coordinate replacement staffing, including Casual Relief Teachers (CRTs), emergency teachers, and extras in accordance with College policies.
- Coordinate and communicate changes to daily programs, examinations, staffing arrangements, and other operational requirements.
- Prepare and maintain staff rosters for duties, supervision, excursions, camps, examinations, and special events.
- Support the organisation and staffing of St Catherine's activities, ensuring compliance with safety, supervision, and operational requirements.
- Induct and support CRTs and assist with associated administrative processes, including timesheets and performance reporting.
- Liaise with Leadership Team members, Curriculum Leaders, Learning Leaders, and Organisational Teams to ensure the smooth operation of the campus.

Operations, Events and Transport Coordination

- Coordinate the planning, logistics and administration of St Catherine's events, such as whole campus masses, excursions, camps, assemblies, meetings, and other campus activities.
- Arrange venues, catering, resources, transport, and event logistics as required.
- Manage transport and bus bookings, maintain schedules and records, and liaise with staff, families, and service providers to ensure safe and efficient operations.
- Maintain the campus calendar and support key College events, including those held outside normal working hours when required.
- Manage all administrative aspects of bus bookings for excursions, events, and the Campus-run bus service.
- Liaise with staff, parents, and transport providers to ensure smooth and safe operations.
- Maintain accurate bus schedules, update lists, and communicate changes.
- Ensure compliance with safety procedures in collaboration with drivers and service providers.

Student Information Systems and Administration

- Administer student information and excursion management systems, including Synergetic and associated College platforms.

Position Description

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- Maintain accurate student records, permissions, communications, attendance, and excursion documentation.
- Provide support and coverage for the duties of administrative support staff during periods of leave or absence, ensuring the continuity of administrative services across the College. This duties include front office, reception, general administrative support, responding to enquiries, data entry, filing, record management, first aid, excursion permissions, parent communication, and visitor administration.
- Support staff in the effective use of College systems and ensure data accuracy, confidentiality, and compliance with privacy requirements

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 Assistant to the DP Campus Director St Catherine
- Remuneration: Education Support Officer – Category C, Level 2
- Tenure: Full time - 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.
- 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
- The ability to maintain the highest levels of confidentiality when dealing with privileged information
- Commitment to the value and ethos of Catholic education.