



NAGLE
CATHOLIC COLLEGE

Position Description

Position: Administration Officer
Reports To: Assistant Business Manager
Classification: Education Support Category A Level 2
Employment Status: Casual

Mission

With words and actions inspired by Jesus, Don Bosco and Nano Nagle, we build a community shared by faith, hope and love. We educate with the heart and provide innovative, inclusive pathways to empower students to live with respect, responsibility and excellence. We encourage curiosity, resilience and empathy so students thrive and build meaningful connections in an ever-changing world. We help young people discover their gifts, act with kindness and embrace a spirit of service.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The Casual Administration Officer provides administrative support and coverage for Reception, Student Reception, and other Administration Officer Level 2 roles across Nagle Catholic College as required. As a key point of contact for parents, students, staff and visitors, the position requires a professional and approachable manner, excellent communication skills, initiative, flexibility and a commitment to maintaining confidentiality.

Responsibilities

Reception

- As the first point of contact, answer telephone enquiries in an efficient, friendly and professional manner.
- Greet and welcome visitors, guests and members of the school community in a professional, warm and friendly manner.
- Maintain familiarity with school operations and priorities to ensure enquiries are directed promptly to the appropriate staff member.
- Maintain office security by following safety procedures and managing visitor access through the school's sign in system.
- Receive, sort and distribute incoming mail, deliveries and correspondence.
- Assist with the administration and maintenance of student records.
- Process over-the-counter customer payments, including school fees and other College-related payments.
- Monitor and operate school boom gates to facilitate visitor access.
- Ensure the Reception area is presented in a clean, tidy and professional manner at all times.
- Type general correspondence and documentation as required.

Student Reception

- Operate and maintain the Student Reception area, ensuring a welcoming and professional environment.
- Provide friendly, accurate, and timely information and assistance to students, families and staff.
- Maintain and update registers for confiscated jewellery, mobile phones, devices, and other items, including recording details in SIMON and notifying families as required.
- Process student card financial transactions and reconcile banking records at the end of the day.
- Recall students from classrooms for collection by parents or authorised caregivers.
- Monitor and respond to radio communications as required.
- Provide first aid assistance to unwell students and respond to accidents and incidents on school grounds when the School Nurse is unavailable.
- Assist with the administration of student medication in accordance with College procedures when the School Nurse is unavailable.
- Respond to bus-related enquiries from parents, staff, students, and bus operators and assist with the smooth operation of the buses as required.
- Prepare and coordinate communications regarding bus delays, cancellations, or service changes as required.
- Assist in ensuring students are aware of scheduled music lessons and attendance as required.

Administration Officer

- Provide administrative support to various departments across Nagle Catholic College as required.
- Assist with data entry, document preparation, filing, correspondence, and general administrative tasks.
- Support College events, activities and projects as required.
- Maintain accurate records and ensure information is handled confidentially and in accordance with College policies.

Commitment to Child Safety

- Be familiar with and comply with the school's child safe policy and code of conduct and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Assist in the provision of a child safe environment for students.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend staff meetings, Mass, and Personal Development days if requested.
- Demonstrate professional and collegiate relationships with colleagues.
- Any other duties as requested by the Assistant Business Manager, Business Manager or Principal.

Organisational Relationships

The Administration Officer has a number of key internal and external relationships.

Reports to: Assistant Business Manager

Internal liaisons: Student Services Team, Students, Teaching and non-teaching staff.

External liaisons: Parents, Visitors and Contractors to the College.

Judgement and Decision Making

The Administration Officer position requires employees to exercise judgment to identify, select and apply the most appropriate available guidelines and procedures.

Skills & Competencies

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Ability to handle confidential and sensitive information in an appropriate manner.
- Hold, or willing to obtain, a current Working with Children Check and undergo a National Police Record Check.
- Demonstrated proficiency in Microsoft Office applications, particularly Word, Excel and Outlook.
- Experience using Synergetic, SIMON, or similar school management systems or databases is desirable.
- Excellent interpersonal, written, and verbal communication skills.
- Strong customer service skills with the ability to interact professionally and courteously with students, families, staff and visitors.
- Excellent organisational and time management skills, with the ability to prioritise tasks, manage competing demands and meet deadlines.
- High level of accuracy and attention to detail.
- Current First Aid certification (HLTAID011 Provide First Aid) or willingness to obtain and maintain certification.
- Ability to work effectively both independently and as part of a team.
- Previous experience in a similar role would be an advantage.
- A commitment to ongoing professional learning and growth in skills.



I have read and understand the Position Description.

Name: _____
(print name)

Signature: _____

Date: ____/____/____