



POSITION DESCRIPTION

Administration Assistant Services

Role Title	Administration Assistant Services
Department / Team	Administration
Classification Level	Level 3 (NSW Catholic Independent Schools MEA – Support Staff Model B)
Reports to	Administration Manager
Functional relationship	Maintains close working relationship with Principal
Direct reports	Nil

1. Mission Statement

To inspire all students to aspire to greatness.

2. College Charism and Ethos

Oakhill College's charism and ethos is derived from the five core Lasallian principles to view all things with the eyes of faith, to be inclusive, respectful, pursue excellence, and to advocate for justice and service of the poor.

3. Role Purpose

The Administration Assistant Services supports the effective delivery of College events and operational services by providing high quality administrative, coordination and logistical support across Services functions. The role contributes to smooth event operations, efficient workflow processes, accurate record management and responsive communication with staff, suppliers and stakeholders.

4. Role Accountability

The Administration Assistant Services is accountable for delivering accurate, timely and professional administrative and event coordination support across Services. This includes coordinating event logistics and workflows, managing calendars and excursion processes, supporting procurement and general administrative tasks

5. Delegations

- Financial delegation: Nil
- People-management authority: Nil direct reports.
- Operational decision scope: Nil

6. Role Responsibilities

Event Coordination

- Work with the Administration Manager on event planning and scheduling.
- Manage event workflow processes including coordination of key stakeholders.
- Manage pre-event and post-event logistics to ensure smooth delivery and follow-up.
- Coordinate staff, suppliers and subcontractors during events.

- Arrange catering including ordering and delivery coordination in collaboration with Administration Manager.
- Obtain quotes and support procurement processes.
- Prepare event materials including documentation and resources.
- Monitor event approval workflows to ensure timely progression.
- Book College venues and secure external venues as requested and negotiated by teaching staff member.
- Evaluate events post-delivery to identify opportunities for improvement.
- Seek stakeholder feedback to inform future event planning.
- Process invoices and track expenses including managing receipts.
- Create events in TASS or alternatively in TryBooking.

Excursion and Incursion Coordination

- Manage the excursion and incursion folder to support accurate documentation and workflow.
- Obtain bus quotes as requested by the Administration Manager.
- Liaise with the Administration Manager to confirm the most suitable quote.

General Administrative Support

- Assist with purchasing catering and stationery supplies to support operational needs.
- Assist with mail-outs when required.
- Receive and dispatch deliveries as part of daily operations.
- Manage lost property including organisation and communication.
- Provide relief support for front of house/customer facing team members when required.
- Complete any other administrative duties as directed to support College operational needs, including providing coverage and assistance during periods of high demand or staff absence.
- This Position Description outlines the key responsibilities and expectations of the role and may be amended from time to time to meet operational requirements. The College reserves the right to vary duties to respond to organisational needs and to ensure staff work collaboratively and provide support to team members during periods of high demand or absence.

7. Essential Criteria

- Strong interpersonal and relationship-building skills, with the ability to engage effectively with students, parents, staff, and visitors.
- Demonstrated commitment to providing high-quality customer service in a professional and welcoming manner.
- An appreciation and understanding of the pastoral care and educational philosophy of the College.
- Excellent planning, organisational and administrative skills, with the ability to manage competing priorities and meet deadlines.
- Proven ability to coordinate activities, track timelines, and support the smooth delivery of events, programs, and communications.
- High-level verbal and written communication skills.
- Intermediate to advanced computer literacy, including Microsoft Office Suite (Outlook, Word, Excel, Teams) and experience with student management systems or databases.
- Demonstrated ability to maintain confidentiality and exercise discretion when handling sensitive information.
- Strong attention to detail, with a high level of accuracy in data entry, record keeping, and administrative processes.
- Demonstrated ability to work collaboratively as a member of a team while also being self-motivated and capable of working independently.
- Strong time-management and problem-solving skills.
- Flexible, resilient, and able to maintain a professional approach in a busy and changing environment.
- Ability to supervise students and contribute positively to student wellbeing and safety.
- Demonstrated use of tact, diplomacy, and sound judgement when dealing with a broad range of situations and stakeholders.
- Commitment to supporting and promoting child safety and wellbeing in accordance with legislative and school requirements.

- Current Working with Children Check (WWCC) and National Police Check, or the ability to obtain and maintain these clearances.
- Attendance at some after-school events may be required.

8. Additional Requirements

All members of staff at Oakhill College are expected to:

- Adhere to the College Safeguarding Standards and Child Protection Policy.
- Hold a valid NSW Working with Children Check or be willing to apply.
- Undertake a Criminal Record Check.
- Model behaviour appropriate to a Catholic school and support the Catholic and Lasallian ethos of the College.
- Support the Senior Leadership Team to achieve the College's Mission, Vision, and Goals.
- Work collaboratively and contribute positively to team-building processes.
- Build positive professional relationships within the College community.
- Provide prompt, professional service and be helpful to visitors and community members.
- Attend staff meetings as required.
- Abide by all College policies and procedures, including privacy, confidentiality, and non-smoking requirements.
- Assist in developing effective communication links within the College community.
- Step into other administration roles when required and undertake duties outside the PD within capability.
- Undertake professional development and training when required.

9. Terms

- Permanent full-time position
- Required to work 192 days per academic year (call-back days vary)
- 38 hours per week, Monday to Friday 8am to 4.06pm
- Classified under NSW Catholic Independent Schools (Support Staff – Model B) MEA Agreement as School Support Staff Level 3).