



Penola Catholic College Position Description



Position Title	Administration Assistant - Students
Classification	Education Support Category C Level 2 (7 weeks annual leave taken during the school holidays)
Employment Status	Fixed Term Full Time
Reports to	Principal, Deputy Principal Head of Senior Campus, Business Manager

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,500 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Administration Assistant is responsible for a wide range of administrative and secretary duties to assist the Deputy Principal Head of Campus and Directors of Students and will need to exhibit a professional commitment and work within the confines of Privacy Legislation. The Administration Assistant needs to be flexible as work outside of normal hours may occur as well as attendance at various events. The Administration Assistant also needs to maintain the confidentiality of some of the information made available through the role and thus apply a professional approach in all matters pertaining to the role.

Responsibilities and Accountabilities

- High level administrative support to the Deputy Principal, Head of Campus and the Directors of Students. This includes minute taking, distribution of minutes, preparation of meeting agendas, typing and photocopying for meetings, general photocopying, faxing, mailing, making appointments for and managing the calendar of the Deputy Principal, Head of Campus
- Meet with the Deputy Principal, Head of Campus to review the program for the week and establish allocated tasks.

- Organise meetings with parents and the Deputy Principal Head of Campus for Students on Review, suspended, or in breach of College expectations, as well as enrolment interviews.
- Preparation and organisation of information evenings etc including hospitality provision, set-up and clean up.
- Make appointments with parents/students for Suspension, Breach of Collection. Expectations/Reviews, Conditional Promotion, Provisional Enrolment.
- Ordering materials as required for the Deputy Principal Head of Campus.
- Assist the Deputy Principal Head of Campus with duties associated with Uniform Inspections.
- Assist the Deputy Principal Head of Campus with retrieval of communication (eg accessing communication on HOC voicemail, HOC email, pigeon hole, etc).
- Administration of the Saturday and Monday Detention process (incl preparing letters to students/parents, printing making lists for Saturday Detention, preparing staff roster, informing staff of roster, preparing work for students.
- The preparation and distribution of the Daily Bulletin in the absence of the Campus office staff
- Assist in the Campus Office on occasions as required. This could involve late and exit passes, sick bay, first aid and preparation and distribution of the Daily Bulletin.
- Assist the Business Manager on occasions with general administrative support.
- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries
- Provide assistance to parents and perspective parents with enquiries
- Any other duties as directed by the Principal or Principal's nominee (eg Business Manager)

Experience and Qualifications

- Extensive knowledge and experience in administrative duties, including minute taking, preferably in a school environment
- Excellent communication and customer service skills, with the ability to tailor information and explanations to a range of people, in an effective and confident manner, dealing with challenging behaviour firmly but politely
- Undertakes finely detailed work in a precise and accurate manner
- Demonstrates commitment to the objectives of the work area and the College and shows considerable drive and effort in achieving work targets
- Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
- First Aid Level 1 or 2 qualifications desirable.
- Proactive and self-starting, taking responsibility for own actions
- Experience in Microsoft Office Suite, Outlook and Synergetic (desirable).
- Accepts new and different situations as a matter of course and effectively meets new challenges
- Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use
- Be able to do repetitive and/or menial tasks when required.
- Cooperate effectively within a team and work collaboratively to achieve work plan and goals
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others

- Hold a current Working with Children Check and Police Record Check
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving
- Functional knowledge and skills
- Service to others / customer focus
- Building trust
- Collaboration
- Communication
- Taking initiative

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Business Manager.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.