

Administration Assistant

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal-opportunity employer.

Business Team

The Business Team at the College is committed to the provision of quality professional services for staff, students and families, which adds value to the school's operations and programs. The Administrative Assistant is a member of the College Business Team reporting directly through the Director of Business Operations to the Principal.

The Position

The Administrative Assistant supports the Administration functions of the College. The Administrative Assistant is responsible for a variety of tasks, including answering phone calls, documenting and communicating student attendance, assisting with the administration of excursions, detentions and other College needs, and providing first aid to students as required. The role will require working at Vermont South or Burwood as required.

Key Responsibilities and Duties

- Providing quality service to students, parents, staff and visitors
- Taking responsibility for the organisation of the operational aspects of the daily routine
- Providing administrative and secretarial services as required, including arranging appointments, typing, photocopying, filing and ordering office supplies as required
- Liaising with members of staff and parents to facilitate and assist with communication including the arrangement of appointments
- Handling confidential information with discretion and sensitivity
- Supporting the administrative work of teachers and the Leadership Team

- Typing and providing photocopying assistance to the staff as directed by the Director of Business Operations
- Channeling enquiries from parents and other members of the public to the staff according to established procedures
- Receiving, receipting, balancing, and documenting monies and forms for activities such as the camps, co-curricular activities, etc.
- Pastorally caring for students as appropriate
- Embracing fully the use of the IT systems of the College
- Answering student queries
- Managing lost property
- Attending to students requiring medication and first aid, when assisting in the First Aid room
- Authorising the use of Sick Bay areas
- Contacting parents in the event of student illness
- Managing student files
- Managing student attendance through the Synergetic database
- Contacting parents of absent students (without prior notification)
- Providing safe custody of articles deposited by students (musical instruments, mobile phones etc.)
- Managing student detention letters/notifications and maintaining the disciplinary policy database
- Any other duties as required by the Director of Business Operations or Principal

The Administrative Assistant will carry out the duties with required flexibility and initiative by

- Working in partnership with the Director of Business Operations and the Administration team on a variety of tasks and in a range of contexts
- Ensuring that this role is characterised as far as possible by an atmosphere of welcome, warmth and hospitality for students, staff, parents and other members of the College community
- Ensuring always a public relations focus on service to current and prospective clients, attending promptly and in a friendly manner to their needs and promoting the College positively on all occasions.
- Embody the values and high standards of the College
- Working efficiently and harmoniously, being flexible and open to learn new ways

Knowledge and Experience

This role requires the ability to perform highly skilled secretarial work of a confidential nature. The incumbent should also possess the following attributes:

- A high degree of accuracy, accountability, attention to detail and confidentiality.
- Adopt a structured and systematic approach to record keeping including database management.
- Hold a minimum Level 1 First Aid qualification or willingness to undertake the training course.
- Excellent computer skills and the ability to multi-task
- Experience with Microsoft Office software packages is essential.
- This role requires knowledge of general office routines and systems,
- An operational knowledge of photocopiers, or willingness to learn,
- Excellent interpersonal communication and telephone skills,
- Discretion, patience, tact and diplomacy with a genuine interest in families and students.

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks. Working hours will be 8am to 4pm. This is an ongoing, full-time Education Support Category C role according to the CEMEA.

Professional Review

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.

This Position Description is intended as a framework for professional review.