

# POSITION DESCRIPTION

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## Administrative Assistant – Stewart Centre for Individual Learning

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

### MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

“With Him is the  
fullness of life”  
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the Administrative Assistant to the Head of Stewart Centre for Individual Learning will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic. The Administrative Assistant to the Head of Stewart Centre for Individual Learning will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

### PURPOSE OF POSITION

The Administrative Assistant to the Head of Stewart Centre for Individual Learning is a key role in providing support the Head of Learning Diversity and the Department.

### RESPONSIBILITIES AND SPECIFIC DUTIES

#### Administration of Program Support Meetings (PSG)

- Schedule PSG meetings for the Head of Learning Diversity and SCIL Case Managers with the student, parents/carers, Catholic Education Melbourne staff, external specialists, Deputy Principal Wellbeing, Senior Wellbeing Coordinators, Heads of Year, pastoral teacher and other staff as required
- Book the venue for the PSG meetings
- Liaise with Director of College Organisation to organise cover for staff as required
- Send SMS to parents/carers as a reminder of the PSG meeting
- Organise class passes for students to attend the PSG meetings
- Collect and collate feedback from the student's teachers to inform the PSG
- Provide a copy of the Personalised Learning Plan (PLP) to all attendees.
- Take notes of the PSG, upload to a shared space and distribute.

#### Personalised Learning Plan (PLP)

- At the conclusion of the PSG, update PLP as advised by the Head of Learning Diversity
- Send a copy of the PLP to the parent/carer, pastoral teacher and subject teachers
- Upload the PLP to SIMON

#### Nationally Consistent Collection of Data (NCCD)

- Collate and summarise a list of students who receive an adjustment to address a disability in the various categories as advised by the Head of Learning Diversity.

## Transition to Secondary School

- Liaise with feeder primary schools to schedule appointments for the Head of Learning Diversity to visit primary school staff to discuss special learning needs for individual students.
- Liaise with the Enrolments Manager to create a list of students with a disability. Commence the process of collecting necessary documentation for PSG meetings and funding applications.
- Schedule transition meetings for new students, parents/carers, Head of Learning Diversity, Learning Support Officers.

## General Administration

- Order equipment and resources for the Stewart Centre
- Book external providers as required
- Photocopying, scanning and filing documentation
- Maintain communication with students, families and staff via the newsletter and SIMON daily notes

## CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important 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. CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety. Such responsibility requires employees to:

- provide students with a child-safe environment
- 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
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

## KEY SELECTION CRITERIA

The successful applicant will need to meet the following key selection criteria:

- A demonstrated understanding of the ethos of a Catholic school and its mission
- Demonstrated experience in administrative support roles
- Strong organisational and time management skills
- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to work independently and as part of a team
- High attention to detail and accuracy
- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Demonstrated empathy for students with a disability
- Familiarity with database management systems
- Experience in an educational or similar environment

## EDUCATION AND EXPERIENCE

### Essential

- Minimum 4 years of experience in a similar role
- Proven ability to manage multiple tasks and priorities in a fast paced environment
- Strong proficiency in using office software, including Microsoft Office Suite (Word, Excel, Outlook).
- Excellent communication skills, both written and verbal, with the ability to interact effectively with staff, students, and external stakeholders.
- High attention to detail and accuracy in all aspects of work, particularly in data entry and record-keeping.
- Ability to work independently as well as collaboratively within a team.

### Desirable

- Experience in a school or educational setting.
- Knowledge of Learning Management Systems (SIMON)
- Qualifications in Business Administration or related field
- Demonstrated ability to adapt to new technologies and software quickly

## REPORTING RELATIONSHIPS

**REPORTS TO:** Head of Learning Diversity

**ASSOCIATED RELATIONSHIPS:** Principal, Deputy Principal – Wellbeing, Deputy Principal – Learning & Teaching, Head of Senior School Wellbeing, Head of Middle School Wellbeing, Head of Senior School Learning and Head of Middle School Learning.

## POSITION CLASSIFICATION

|  |                   |      |                  |                 |
|--|-------------------|------|------------------|-----------------|
| This position is ongoing   | <b>START DATE</b> | ASAP | <b>FULL TIME</b> | 8.00am – 4.06pm |
| This role is employed with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA) as amended. The Level of Responsibility is ESE Category B, Level 2. |                   |      |                  |                 |
| This role is subject to ongoing review and may change to suit the requirements of John Paul College  |                   |      |                  |                 |

### Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct. All Education Support staff must hold a WWCC.