



St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Central Administration & Payroll Officer

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	The Business Manager
Category	Administrative and Technical Officers - Level 4 or Level 5 based on experience
Tenure	Ongoing - 4 days per week (Monday, Tuesday, Wednesday, Friday) 42 weeks - FTE 0.7239

PURPOSE OF THE POSITION

Located at Central Reception, alongside the Central Receptionist, this position is the first point of contact for all incoming calls and visitors to the College including parents, students and prospective families. You are responsible for ensuring that everyone receives professional and friendly service in line with the College's values. The role forms an essential part of the administrative team and will provide assistance to Central Administration personnel, particularly the Business Manager, Finance Team and Human Resources Officer.

CORE RESPONSIBILITIES

- Answer incoming calls in a friendly and professional manner.
- Greet, assist and/or direct to the relevant party all visitors to Central Administration.
- In consultation with the Business Manager and Human Resources Officer, prepare contracts of employment for all new employees, and prepare contract variations as necessary.
- Coordinate all new starter payroll paperwork.
- Ensure all CEWA compliance modules and employment compliance documentation is collected and up to date.
- Coordinate payroll for relief staff.
- Point of contact for employees with payroll queries.
- Monitor / maintain staff leave bookings and leave accruals.
- Point of contact for all College bus bookings.
- Point of contact for College keys, and maintaining key register.
- Receipt incoming monies.
- Assist with sorting and distributing incoming mail, emails and deliveries.
- Deliver internal mail between campuses.
- Provide efficient and confidential administration support to Central Administration departments as requested.
- Assist with covering short periods of leave by relocating to other administration teams as needed.

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Central Administration & Payroll Officer continued

Core Responsibilities continued:

- Assist with managing bookings for the regular and casual use of the College's facilities, including College buses.
- Set up of the Multi-Purpose Room as required.
- Assist with ordering College stationery and monitoring stationery/College printed material stock levels.
- Administration assistance to the Finance Department (including maintenance of financial spreadsheets, comprehensive data entry, College accommodation/flight/professional development bookings, photocopying/distribution of meeting papers and filing).
- Assist with follow up with Debtors on behalf of the Business Manager.
- Enter and retrieve data from the SEQTA, AOS and MyHR database systems.
- Any other duties as requested by the Principal or Business Manager.

Additional Role Components:

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

Work, Health and Safety

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.

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www.mackillop.wa.edu.au