



Position Description

Position Title	Administration Assistant
Classification	ES1.2B (per VCEMEA 2018)
Hours	TBA
Commencement	January 2021
Tenure	TBA

POSITION SUMMARY

Mater Christi College is a Catholic secondary college for girls with over 700 students including international students and over 100 staff, including 70 teaching staff.

Working relationships include Administration, Finance and Development Teams as well as Staff, Students and Parents.

KEY ACCOUNTABILITIES

Provision of assistance in Administration	<ul style="list-style-type: none">• Provide informed, professional, friendly customer service to all staff, students, parents and visitors• Undertake relief duties and special project work as required• Answer, screen and direct telephone calls• Assist with Attendance, Detention and Progress Notification administration• Provide administrative support including, word processing, data entry and setting up appointments, PowerPoint presentations and other clerical duties as required• Structured Workplace Register and Work Experience administration; liaise with students and employers• Update and maintain VET student database.• Assist with camp and excursion management
Active participation as a member of Office Team	<ul style="list-style-type: none">• Positively contribute to team dynamics and objectives• Punctuality and reliability• Actively give support to team members• Constructive participation in administration and staff activities

Policies, professional standards and legislative requirements	<ul style="list-style-type: none"> Inspired by the Rule of St Benedict and guided by agreed policies, uphold and implement professional standards and legislative requirements as expected of all staff
Commitment to Child Safety and Compliance Requirements	<ul style="list-style-type: none"> 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 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 Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures Maintain currency of Working with Children Check, Mandatory reporting and anaphylaxis training. Handle confidential information in an appropriate manner
Professional development	<ul style="list-style-type: none"> Commit to ongoing professional development Continue to develop ICT skills as technology evolves
Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission

SELECTION CRITERIA	
Skills / Attributes	<ul style="list-style-type: none"> Previous school and Synergetic experience highly regarded Advanced skills across IT systems including proficiency with Microsoft Office Suite, Adobe Suite. Excellent communication and interpersonal skills Good oral and written communication skills Organisational skills with the ability to prioritise workloads and work to demanding deadlines Sound attention to detail Flexibility - Be adaptable in a varied role and can easily adjust to change High level of personal initiative and ability to work independently Prompt and efficient with an interest in continuously improving processes Dedicated team member with a good attitude Maintain confidentiality and be diplomatic in sensitive situations.