



Position Description

Administration Assistant

Mater Christi College, Belgrave is a Catholic School established by the Sisters of the Good Samaritan of the order of St Benedict in 1963. The College is governed by an incorporated board under the auspices of Good Samaritan Education. Mater Christi is a proud leader in educational innovation and strives to educate young women to be *Informed, Compassionate* and *Creative*. This role description is written in light of the Mission and Vision statements of the College and the associated School Improvement goals set each year.

Position Overview

Education Support staff have a key role in supporting and contributing to the strategic goals of Mater Christi College. The position *Administration Assistant* provides a connecting link between the community, teaching staff, students and the College Executive. The current position will be required to attend to duties in College Reception as well as coordinate and perform administrative tasks central to the operations of the College.

Commitment to Mission

All staff in a Good Samaritan School have an indispensable role to play in furthering the mission of Good Samaritan Education and of the Church as a whole. It is expected of all employed at Mater Christi College that they:

- Actively support the Good Samaritan Educational Philosophy of the school within the wider context of Catholic Education.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act.

Mater Christi College is a Child Safe School

Mater Christi College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our students and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and members of the community. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Attributes and Competencies

Successful candidates will

- Show a lively and practical support of the Catholic, Good Samaritan and Benedictine nature of the College
- Have a firm belief in, and commitment to, the mission and vision of the College.
- Show loyalty to the leadership of the College and an understanding of the nature of confidentiality as required.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.
- Display initiative, exercise creativity and adaptability; be able to work autonomously and as part of a team.

Specific duties and key accountabilities	
Skills	<ul style="list-style-type: none"> • Ability to work within a Microsoft Office 365 environment. • Ability to adapt to ICT changes in line with key aspects of the position.
Reception Services	<ul style="list-style-type: none"> • Liaise appropriately with staff, students, parents and external customers • Maintain a calm, professional and friendly manner towards all staff, students, visitors and community members who attend College reception. • Ensure all visitors comply with sign in regulations and child safety requirements. • EFTPOS/Cash/Cheque processing
Administration Services	<ul style="list-style-type: none"> • Perform daily administration tasks to ensure effective and efficient school office procedures. • Administration of College operations platforms, including: <ul style="list-style-type: none"> ◦ High level utilisation of Office 365, Synergetic, EdSmart, ATLAS, School Box, Survey Monkey • Provide administrative support for Deputy Principals and teaching staff including: <ul style="list-style-type: none"> ◦ Excursion support. ◦ Communication to parents ◦ Student achievement awards ◦ Assemblies ◦ Progress interviews ◦ Student perception surveys • Ad hoc duties as required.
Key relationships	<ul style="list-style-type: none"> • Liaise with other education support staff and teaching staff as required. • Work with the Principal and members of the College Executive as required
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
College Leadership and School Improvement	<ul style="list-style-type: none"> • Respond to and support the Leadership and School Improvement needs of the College as required.
Commitment to Child Safety	<ul style="list-style-type: none"> • All staff should demonstrate an ongoing understanding of child safety requirements, including understanding appropriate behaviours when engaging with young people.
Other duties	<ul style="list-style-type: none"> • As directed by the Principal/Business Managers

FURTHER INFORMATION	
FTE	1
REPORTS TO	Business Managers
TENURE	Ongoing
LEVEL	Education Support Level 2 Category B
DATE	November 2021