

# ADMINISTRATION ASSISTANT

## Position Information Document

The teaching, learning and support which occur within our College, takes place within the context of our Vision Statement.

**“Kildare College, a Kildare Education Ministries Catholic Girls College in the Brigidine tradition, is a student-centred learning community, seeking to live out the message of Jesus Christ and the Gospels”.**

### Our Kildare Ministries Core Values:

**Wonder** | Celebrating all that is good with joy and gratitude

**Courage** | Speaking and acting with integrity

**Hospitality** | Welcoming all

**Hope** | Bringing a sense of purpose

**Compassion** | Walking with and having empathy for all

**Justice** | Making the needs of the vulnerable paramount

It is our Core Values that inform every aspect of our work at Kildare as we educate our young women in partnership with their families.

# APPLICATION PROCESS

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## Guidelines for Applicants

Your application is to meet the following guidelines:

1. A covering letter (maximum 1 page) detailing the following:
  - Your experience relevant to the role
  - What motivated you to apply
  - What you hope to contribute to the Kildare College community
2. A completed Kildare College Employment Application and Declaration Form
3. A copy of your Curriculum Vitae

## Timeline for Applications

- Applications close 9.00am Monday, 25 November 2024.

The successful applicant is required to gain a Department of Human Services (DHS), Working with Children Check (WWCC) prior to being employed, which is to be renewed every five years before expiry.

The incumbent will be required to undertake Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN- EC) training prior to commencement and maintain their online training course every three years.

Current HLTAID012 - Provide First Aid in an education and care setting is a requirement prior to commencement. For all other special conditions, please refer to the Position Information Document.

All enquiries should be directed to the HR Manager on 08 83699999 or via email [hr@kildare.catholic.edu.au](mailto:hr@kildare.catholic.edu.au)

Applications should be submitted in PDF format and be addressed to the Principal via email: [vacancies@kildare.catholic.edu.au](mailto:vacancies@kildare.catholic.edu.au)

## POSITION INFORMATION DOCUMENT

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<b>Name:</b>	Successful Applicant
<b>Position Title:</b>	Administration Assistant
<b>Stream:</b>	Administration
<b>Grade:</b>	3
<b>Employment Category:</b>	Permanent
<b>Commencement Date:</b>	20 January 2025 (Week 0, Term 1 2025)
<b>Hours worked per week:</b>	37.5 (8.30am – 4.30pm) <ul style="list-style-type: none"> <li>• 28.5 hours per week – Administration Support</li> <li>• 9 hours per week - Creative Industries Support</li> </ul>
<b>Weeks worked per year:</b>	40 (School terms only)

### INTRODUCTION

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Kildare College is a Kildare Ministries Catholic Girls' College in the Brigidine tradition, educating girls from Years 7 to Year 12. Established by the Brigidine Sisters in 1966, Kildare College is situated at Holden Hill in the north-eastern suburbs of Adelaide. The College has a current enrolment of 735 students.

### REPORTING RELATIONSHIP

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- Reports directly to the Deputy Principal.
- Ultimately responsible to the Principal.

### KEY WORKING RELATIONSHIPS

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- Leadership Team
- Administration Team
- College Staff
- Families, students and other members of the College community
- Visitors
- External parties / stakeholders

### DESCRIPTION OF POSITION

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#### General Criteria

Education Support Officer Grade 3 Administration

Refer to: CESA Enterprise Agreement 2020 (or as amended)

## BROAD PURPOSE

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The Administration Assistant will undertake a broad range of administrative duties and deliver a high standard of administrative support to the College Community.

## KEY RESPONSIBILITIES & DUTIES

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### The Administration Assistant's duties include, but are not limited to:

- Assist with the planning, organisation, and booking of student events such as year level incursions and excursions, activity days, camps and visiting presenters.
- Follow up student permissions and medical advice via Consent2Go for such excursions and incursions.
- Assisting with the preparation and editing of letters and notices relating to events and incursions.
- Updating information and resources on College portals.
- Assisting with the preparation of letters, documents and presentations as requested.
- Provide a welcoming and supportive environment to students and staff.
- Set up family meetings, take minutes and disseminate meeting notes.
- Uploading student information onto 'S' Drive and SEQTA as required.
- Assisting with Front Office Reception duties and Resource Centre Reception duties when required.
- Filing of both paper and electronic documents.
- Completing any other duties as required by the Principal.

### Creative Industries Learning Area's:

- Organise, stocktake, and maintain storeroom supplies, ensuring all items are appropriately stored, allocated, and clearly labelled.
- Purchasing supplies, unpacking, labelling and storing of new materials.
- Reconcile purchase receipts with corporate card statements in collaboration with the Finance Team.
- Preparation and organisation of pre and post activities including set up/pack up, for example cutting up portions of clay for each student to use prior to the students attending the class.
- Assist in clean-up/pack up to maintain the quality of the materials used in the studios, especially in preparation for College Tours or special events.
- Maintenance and storage of student work.
- Assist with displaying artwork within the studios, around the College and any off-site exhibitions.

## PERSON SPECIFICATIONS & SKILL REQUIREMENTS

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- Willingness to uphold and contribute to the policies and Core Values of Kildare Education Ministries.
- Demonstrated experience with a front office and/or administrative role with equivalent competencies. Prior experience working in an education environment is highly desirable.
- High level computer skills and knowledge including use of Outlook, Word, Excel, PowerPoint, Publisher and database applications.
- High level interpersonal and communication skills to interact positively with all members of the College community and external parties to present a professional impression of the College.
- Ability to work under little direct supervision, analyse and plan approaches to problems and locate and evaluate information from a variety of sources to meet specified quality standards.
- Utilise reasonable discretion and judgement, take significant initiative and responsibility to apply solutions and take responsibility for own outcomes.
- Be self-motivated, proactive, organised, and able to work productively in a multi-faceted team environment.
- Demonstrated ability to always maintain confidentiality.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Reflect on and review personal performance and adjust appropriately.
- A commitment to ongoing professional learning and development and active participation in Performance Appraisals, as required.

## SPECIFIC REQUIREMENTS

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### Qualifications and training:

- Screening clearance and current valid Working with Children Check (WWCC) to work in Catholic Education SA.
- Current valid Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- Current and accepted HLTAID012 - Provide First Aid in an education and care setting.
- Undertake Disability Standards for Education certification.
- Kildare Education Ministries Child Protection Program.
- Be familiar with and understand Kildare College's WHS policies.
- Use correctly any equipment provided for health or safety purposes.

## WORK HEALTH AND SAFETY

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This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

## CONDITIONS OF EMPLOYMENT AND PERFORMANCE APPRAISAL

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- The Administration Assistant is offered in accordance with the SA Catholic Schools Enterprise Agreement 2020 and will be subject to any Enterprise Agreement updates in the interim of taking up this position.
- The salary and entitlements are consistent with those as outlined in the SA Catholic Schools Enterprise Agreement 2020 (as amended or replaced).
- Probationary period of six (6) working months applied to this appointment.
- All employees are required to proactively participate in the College's Performance Appraisal Program including periodic review.
- I have read and understand the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Signed \_\_\_\_\_  
(Employee)

Date \_\_\_\_\_

Signed \_\_\_\_\_  
(Principal)

Date \_\_\_\_\_