



Position Information Document

POSITION TITLE	Office Administrator/Executive
ESO GRADE	4
ESO STREAM	Administration
EMPLOYMENT TYPE	Permanent
HOURS PER WEEK	37.5
WEEKS PER YEAR	42

Key Working Relationships

- Principal / APRIM
- Finance Officer
- Teaching and non-teaching staff
- Parents, students and other members of the school community
- Visitors
- External parties / stakeholders

Broad Purpose

Under the supervision of the Principal (or delegate), the position of Office Administrator/Executive requires a wide range of advanced level and varied executive administrative duties and project work to assist the school leadership team, School Board, staff and other members of the school community and visitors, to deliver an efficient and responsive customer focused administration service.

This position requires a professional and highly competent frontline person to efficiently handle the flow of people and enquiries associated with the day-to-day administrative running of the school and Principal's office.

D U T Y S T A T E M E N T

Duties include, but not limited to:

Executive Administrative Support to the School Leadership Team

- Provide confidential administrative support including work of a highly confidential and sensitive nature.
- Liaise on behalf of the Principal with members of the school community, service providers, visitors, and external parties regarding school matters.
- As directed, draft non-standard correspondence or responses to complex situations providing a high level of communication and confidentiality.
- Administration of Principal's diary, meetings, travel, and bookings, as required.
- Assist in arranging meetings and events and support the organisation and catering of whole school functions such as School Tours, orientation days etc
- Compile and issue enrolment packs to prospective families including postage and electronic delivery of enrolment packs and assist with procedures for new enrolments including regular updates of information to ensure accuracy of data.
- Utilise applicable systems (cesAdmin/SEQTA) to effectively administer student and staff data and generate timely production and distribution of reports and carry out required filing of documentation and records to ensure effective maintenance of same.
- Provide support with school recruitment activities including listing job vacancies on CESA/SEEK website, compiling applications for panel members, arranging panel meetings and interviews, preparing recruitment correspondence etc
- As required, provide meeting support for school leadership including preparation of agendas from material provided, compile documentation, distribute minutes and follow up matters identified for action.

Administration

- Provide high level administrative support within the school, as applicable, and proficiently use computer software packages, including desk top publishing, database and/or web software and management information systems at an advanced level.
- Undertake responsibility for special projects at an advanced administrative level.
- Assist in the delivery of induction and orientation programs for new staff, volunteers, independent contractors and visitors, as applicable.
- Maintain the key register and monitor required access to areas and issue keys, as authorised and applicable.
- Coordinate Working with Children Check (WWCC) process including organise paperwork for WWCC for new staff and volunteers and maintain current register.
- Assist the Principal with recruitment and associated records including listing job vacancies on websites, compiling applications for panel members, arranging interviews with candidates, preparing recruitment correspondence etc.

- As a designated First Aid Officer, provide timely first aid assistance for students and staff, including maintain appropriate First Aid facilities, accurate records including confidentiality, accuracy and currency of Medical Emergency Plans for students.
- Positively participate in required training, professional development, and performance reviews when required.
- Perform other duties as directed by the Principal.

General

- Undertake other duties, as required by the Principal (or delegate).

PERSON SPECIFICATIONS

- A Diploma in Administration or Business (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Demonstrated highly developed experience with administrative procedures and processes and highly proficient use of a range of office tools and computer skills.
- Advanced MS Word, Excel and PowerPoint competency is essential. Experience using database programs is highly desirable.
- Demonstrated experience in administering small projects and developing associated procedures and documentation.
- Willingness to uphold and positively contribute to the culture and ethos of the School, and actively participate in required training and professional reviews.
- Excellent interpersonal and communication (written and verbal) skills to interact positively with all members of the school community and external parties.
- Excellent team skills to work collaboratively and flexibly with, and support and assist others in a pivotal role.
- Able to be self-directed and motivated and work effectively within clear stated objectives to achieve required outcomes and be responsible for own outcomes.
- Highly developed organisational and time management skills and a high degree of initiative, discretion, and capacity to prioritise/program own work.
- Ability to analyse, diagnose, design, and implement solutions across a broad range of administrative functions.
- Demonstrated ability to maintain confidentiality at all times.
- Demonstrated ability to deal effectively with unexpected situations.

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH & SAFETY

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 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.