



# ESO | Administration Team Leader

## Position Information Document

### Administration Team Leader

|                       |  |
|-----------------------|--|
| <b>Employee</b>       |  |
| <b>Grade</b>          | ESO Grade 5 (Administration Stream)                  |
| <b>Engagement</b>     | 37.5 hours per week over 44 weeks                    |
| <b>Responsible to</b> | Chief Operating Officer and ultimately the Principal |

### Context

As a Catholic school in the Mercy tradition and inspired by the Gospels, we work in partnership with families enabling students to flourish in all aspects of their humanity and thus contribute to a better and more peaceful world.

It is our vision to be a sustainable, internationally minded world-class school, providing a holistic educational experience for our students within a unique culture and community where we honour our Catholic traditions and live the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect in our daily interactions and strategic decisions.

### Purpose

The Administration Team Leader plays a crucial leadership role in overseeing and managing the Administration Hub in Mercedes College and undertaking personal assistant duties. This leadership position is responsible for providing strategic direction, effective management, and efficient coordination of the Administration Hub and personal assistant duties to support the smooth functioning of the College.

### Key Working Relationships

#### Line Manager

- Chief Operating Officer

#### Direct Reports

- Reception and Administration Officers
- Health Administrator
- Daily Coordinator
- Executive Assistants (indirect)

#### Stakeholders

- Deputy Principal
- Assistant Principal Teaching and Learning
- Assistant Principal Religious Identity and Mission (APRIM)
- Heads of School

### Key Responsibilities/Duties

- Act as a direct line manager for the administrative team, including prioritisation and delegation of work tasks and management of performance and outcomes.
- Provide overall oversight and coordination of the administrative team, ensuring that all duties and responsibilities are effectively managed and executed.
- Provide leadership and guidance to the administrative team, fostering a positive and productive work environment.
- Identify opportunities for process improvement within the administrative function and implement strategies to enhance efficiency.
- Undertake personal assistant duties including but not limited to diary management, reporting, email and correspondence management, document preparation, preparation of agendas and minute taking, event planning (as required), etc.
- Develop and execute strategies to enable cross skilling amongst the team.
- Support Human Resources with recruitment and training of new staff within the administrative team as required.
- Liaise between leadership and administrative team regarding any updates or changes.
- Develop and maintain policies and procedures regarding administrative operations.
- Provide a first aid service to students and staff per College First Aid Policies, with all incidents recorded under the direction of the Health Administrator.
- Provide additional administrative support where required.
- Provide the Daily Coordinator assistance with casual relief coordination where required.
- Undertake other duties as reasonably directed by the Chief Operating Officer or Principal
- All College staff are required to adhere and assist in the maintenance of WHS requirements within Mercedes College as per Appendix A.

This Position Information Document (PID) indicates the general nature and level of work performed in this role and is not a comprehensive listing of all responsibilities, tasks and outcomes.

### Person Specification, Qualification and Experience

- Prior experience in the Education Sector or similar.
- Experience in a similar senior administrative role.
- Experience managing teams including performance management, annual review processes, recruitment and onboarding.
- Display a commitment to contributing to and upholding the school's Catholic ethos.
- Tertiary qualifications in a business or administration disciplines would be desirable.
- High degree of knowledge of and prior experience working with Microsoft Office applications.
- Highly developed communication, problem solving, organisational and interpersonal skills.
- Highly developed people management skills and resource management including financial management.
- Ability to influence and engage direct and indirect reports and peers.
- Working with Children clearance to work in Catholic Education SA.
- Applicable First Aid training.
- Approved Responding to Risks of Harm, Abuse & Neglect training.



**Approval of Position Description**

This Position Information Document (PID) accurately reflects the duties and skill requirements for the position and the document has been discussed with the incumbent.

Signed (Principal or Delegate) \_\_\_\_\_ date:     /     /2025

Signed (Employee)                   \_\_\_\_\_ date     /     /2025



## APPENDIX A - Workplace Health Safety & Welfare

### Commitment

- Supporting the development and maintenance of a best practice WH&S culture within your work area.
- Adhering to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

### Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe work practices.

### Plans and Budgets

- Implement relevant actions in WH&S plans as required by your supervisor or the Principal.

### Performance and Training

- Participate in relevant WH&S training programmes.
- Provide appropriate WH&S training for persons using designated areas.
- Include WH&S goals in your performance plans in consultation with your supervisor or the Principal.

### Risk Management and Hazard Control

- Report Hazards and unsafe work practices associated with the workplace to your supervisor or the Principal.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

### Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences and near misses in accord with the Catholic Church Safety Manual.

### Consultation

- Raise WH&S issues with their work colleagues, supervisor or the WH&S committee and assist in their resolution.
- Regularly discuss WH&S issues with other staff at Staff Meetings.
- Regularly consult with colleagues on WH&S issues and actively participate in WH&S meetings if required.

### Monitoring

- Monitor and evaluate their WH&S performance.
- Monitor the health, safety and wellbeing of work colleagues, to ensure that they undertake their work safely.
- Participate in workplace WH&S inspections/audits and assist in the maintenance of WH&S facilities, resources, equipment and information.
- Monitor workplace WH&S performance and progress of the WH&S action plan for the site.