



ROSTREVOR COLLEGE
BOARDING HOUSE ADMINISTRATION OFFICER
Position Information Document

CONTEXT

Rostrevor College is a Catholic College owned and governed by Edmund Rice Education Australia, the local community and Principal are empowered with the responsibility of plotting the future course for the College; a course that best captures the aspirations of local families. In doing so, we use The EREA Charter and the four touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education to shape our planning as a contemporary College that is grounded in the Edmund Rice Tradition.

POSITION TITLE	Boarding House Administration Officer
ESO GRADE	4
ESO STREAM	Administration
EMPLOYMENT TYPE	Permanent
KEY WORKING RELATIONSHIPS	Deputy Principal Director of Boarding

BROAD PURPOSE

The Boarding House Administration Officer provides professional, timely and efficient administrative support to the Director of Boarding, supporting the staff, students, families, and processes of the Boarding House. The Boarding House Administration Officer serves as the link between the families of current and prospective boarding students from rural communities and Rostrevor College. They will play a key role in rostering staff, calendar management, and administration support to ensure Boarding House runs effectively.

The Boarding House Administration Officer will possess:

- Experience working in a school or College environment, or in a similar organisational role
- Strong abilities in complex and high volume administration duties.
- Strong organisational skills and abilities, and be proactive in their time management
- A high standard of professional verbal and written communication
- Sound awareness and experience in ensuring workplace safety in school environments
- Hold, or have the capacity to obtain, the appropriate required clearance to work with children
- Understanding of, and commitment to, the Catholic and Edmund Rice traditions and ethos
- A friendly, positive, collaborative, and supportive approach to working with others
- A commitment to maintaining confidentiality in dealings with sensitive information and records
- A willingness to support progress and change

KEY AREAS OF WORK

The Boarding House Administration Officer will:

Administration

- Provide support to ensure the office of the Director of Boarding runs in a professional and organised manner
- Ensure timely and professional handling of boarding correspondence and filing
- In support for the Director of Boarding, be a point of contact for boarding families
- Provide professional and efficient administrative support to the Director of Boarding
- Undertake administrative tasks in support of the operation of the Boarding House
- Under the direction and supervision of the Director of Boarding, ensure effective rostering of all boarding house staff and distribution of rosters accordingly
- Schedule, and take and distribute agendas and minutes for, Boarding House Staff and Boarding Leadership Team (BLT) meetings
- In collaboration with the Director of Boarding, develop and maintain the Boarding Staff and Student Handbook.
- Understand and utilise College systems, such as Reach, Synergetic and SEQTA
- Liaise with the Development Office regarding communications from the Boarding House
- Liaise with the Finance Office to coordinate travel arrangements and student accounts
- Under the guidance of the Director of Boarding, liaise with families of boarders and record contact with families appropriately
- Assist in the planning and coordination of boarding events including, but not limited to, High Teas
- Engage in professional development opportunities identified to be of benefit to the provision of contemporary knowledge and practices in boarding roles and environments
- Support the induction of new staff to the Boarding House, providing support as new staff learn the scope and duties of their role
- Undertake required administrative duties, such as contributing in Boarding House meetings, recording of Boarder expenditure on billable items, first aid records and reporting, daily communications and notes, completing boarding reports, and recording student attendance
- Possess strong understanding of Abstudy travel policies and processes and ensure requirements of the College are met
- In collaboration with the Director of Student Wellbeing (ATSI Students), coordinate travel for Indigenous Boarders as required, liaising with families, key staff and Abstudy as needed
- Maintain financial accounts of petty cash and other spending, as directed by the Director of Boarding

Prospective Boarders

- As a representative of the College and of the Boarding House, ensure that all contact with the community, such as parents and stakeholders, is positive, welcoming, and timely
- Liaise with the Enrolments Officer and relevant staff regarding current and prospective Boarders
- In support of the Enrolments Officer, coordinate interviews with the Director of Boarding for prospective boarders and their families
- Coordinate and conduct tours of the College and Boarding House for prospective boarders and their families as required

Current Boarders

- Maintain a current and accurate database of current boarding students, and distribute to relevant staff regularly and as required
- Coordinate and provide transport to and from the College for boarders, such as to attend co-curricular commitments, as required
- On behalf of Director of Boarding and boarding students, liaise with relevant staff and contractors
- Assist with the planning, coordination, booking and scheduling of boarding events, attending as required

Health Care

- In line with the Rostrevor College Medication Policy, distribute medications to boarding students as required
- Supervise unwell students in the boarding house as required
- Undertake first aid practices in response to minor ailments and injuries of the Boarders, including providing care to students unwell during the day and unable to attend classes
- Arrange medical, healthcare, or other required appointments for Boarders
- Transport boarding students to and from the Boarding House as required, such as to medical appointments, co-curricular commitments and other activities and events
- Maintain complete and accurate records of first aid, medications and treatments administered to Boarders by staff, doctors, and other healthcare professionals
- Monitor and maintain stock levels of first aid and medical supplies and equipment
- Communicate with families following appointments and other matters of health and wellbeing
- Serve as a genuine and accessible point-of-call for parents in regard to their son's health and wellbeing, in support of the Director of Boarding

Travel

- Support the Director of Boarding and boarding staff to organise student movement during wellbeing weekends
- Confirm and communicate travel arrangements with students, families and Boarding staff
- Maintain accurate records of travel arrangements and ensure staff are informed of student movement to and from the Boarding House

Field Days

- In conjunction with the Enrolments Officer, support the College's involvement at various nominated Field Days, including distribution of advertising materials to local media, travel bookings, and coordination of parent dinners.
- Attend Field Days as requested by the Director of Boarding

General

- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal

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
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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 – SA 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.