

**Position Information Document
EDUCATION SUPPORT OFFICER (ESO)**



**FLEXIBLE PATHWAYS/ VET
ADMINISTRATOR**

Name:

Position Title: Flexible Pathways/ VET Administrator

Grade: ESO Grade 3

Stream: Administration

Employment Type: Fixed Term Contract

Commencement: 28 April 2025

Concluding: 10 April 2026

Fraction Time: Part-Time (0.85 FTE - working 37.5 hours per week for 41/48 weeks, commencing the school year in Week 0 of Term 1 and concluding at the end of Week 9 of Term 4. Work hours: Monday – Friday: 8.00am – 4.00pm)

Reports to: VET and Interdisciplinary Studies Leader/Business Manager
All positions ultimately report to the Principal

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020.

1. BROAD PURPOSE

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others.

Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

Based in our busy Student Services office, the focus of this position is the provision of high-level customer and administrative service to students, staff, families and visitors at Gleeson College. This is multi-faceted position providing support across the Flexible Pathways, Vocational Education and Training (VET) and Music curriculum areas, in addition to providing professional and polished frontline support in our Student Services office. Accordingly, this position demands superior time management, organisational and communication skills.

2. SPECIAL CONDITIONS

Additional time worked (overtime) is to be pre-arranged and pre-approved by the Business Manager in accordance with College policy. Some out of hours work may be required.

3. KEY WORKING RELATIONSHIPS

- Leader of Senior Years Teaching and Learning
- VET and Interdisciplinary Studies Leader

- Arts Learning Area Leader
- Office Manager
- College Leadership Team
- College Staff
- Students

- Parents and Families
- ONE+ Campus staff
- College Visitors



4. KEY RESPONSIBILITIES

Duties include, but are not limited to:

VET Administration

- Promotion of workplace learning opportunities/job opportunities/short course opportunities via a range of communication platforms such as SEQTA, email and the Gleeson College Careers website, and communicating with students and the VET and Interdisciplinary Studies Leader regarding the students who express an interest and require follow-up
- Workplace learning administration:
 - Communicating with students, parents and employers about work experience requirements
 - Distributing and monitoring completion of the Workplace Learning Preparation Program
 - Auditing the Workplace Learning Preparation Program completion and notifying students if edits are needed
 - Distribution of work experience/work placement documentation to students, employers and parents/caregivers
 - Communicating between students, employers, parents, Compliance Officer and VET Coordinator and Leader of Senior Years Teaching and Learning as necessary
 - Filing workplace learning documents both digitally and in hard copy where possible
 - Creation of risk assessments for each work experience opportunity in consultation with the VET and Interdisciplinary Studies Leader and Safety, Risk and Compliance Officer
 - Communicating with students and employers to conduct workplace monitoring checks
 - Assist with monitoring the number of workplace learning hours completed where set numbers are required for course requirements.
- VET and Short Course enrolment administration:
 - Monitoring expressions of interest
 - Creation of permission form for each short course offered
 - Assisting with risk assessment creation when necessary for courses offered
 - Distribution and collection of enrolment/permission forms for Gleeson College, Training Organisations and/or One+ for VET courses, short courses and events
 - Submission of forms to necessary parties, whether it be One+, RTOs or other organisations
 - For full qualification courses such as Cert II and Cert III programs, assist the VET and Interdisciplinary Studies Leader with providing information regarding the enrolment process for fee for service and Flexible Industry Pathways courses to students and parents
 - Assist with the submission of results upon completion of VET qualifications into SACE Schools Online as directed by the VET and Interdisciplinary Studies Leader
 - Collaborate in the maintenance of the physical and digital copies of all administrative materials related to VET/careers/work experience/short course completion.
 - Updating of Career and Pathway Resources:
 - Updating promotional materials digitally for distribution via displays in Micah and the Gleeson College Careers website
 - Updating resources in the display in Micah
- Assist the VET and Interdisciplinary Studies Leader with monitoring student attendance at all VET courses.
- Assist the VET and Interdisciplinary Studies Leader and Leader of Senior Years Teaching and Learning in maintaining connections with tertiary education providers.
- Assist the Leader of Senior Years Teaching and Learning to book exhibitors, set up and support for Subject Selection Evenings.
- Assist the VET and Interdisciplinary Studies Leader with Course Counselling administration.
- Assist the VET and Interdisciplinary Studies Leader and Leader of Senior Years Teaching and Learning with any other pathways-related tasks as opportunities continue to evolve.

- Attending Professional Learning events as necessary to ensure knowledge and practices are kept up to date and meet all necessary guidelines and legislation.

Music Assistance

- Assist with purchasing, photocopying and filing of sheet music.
- Coordinate Instrumental Tuition under the oversight of the Arts Learning Area Leader, including maintaining a register of student participation and family details.
- Maintain a register of current instrumental teachers and making sure their registration requirements remain up to date (WWCC etc).
- Support the Arts Learning Area Leader with administration for College musicals, camps and performances.
- Liaise with the Arts Learning Area Leader to coordinate the repair and management of musical equipment and accessories or the replacement of broken equipment.
- Maintain the music equipment database including undertaking an annual stocktake of equipment, ensuring accessible and appropriate storage and managing the instrumental hire program.

Student Services

Reporting to the Student Services and Office Manager, this component of this position will work collaboratively with the Student Services and Office Manager to:

- Perform Student Services duties daily.
- Cover Student Services: greet, welcome and assist students, parents and visitors with general enquiries, and cover daily during recess and lunch breaks, and staff absences.
- Assist with monitoring and retrieving absentee messages.
- Assist with recording student absentees, arrivals/departures and other activities in Learning Management System.
- Promptly respond to and be responsible for telephone and/or in-person requests, including distribution of messages to students and staff.
- Communicate with parents/caregivers regarding student movement outside the College.
- Attend to minor first aid incidents, recording interactions and first aid provided and monitor those students as necessary until return to class or picked up from the College by parent/caregiver.
- Submit maintenance/ICT Helpdesk requests as required for the Micah Centre.
- Maintain the general condition of Student Services space and display areas in the Micah Centre.

General Support

- Action Emergency Evacuation/Lock down procedures as an Emergency Warden.
- Any other duties as directed commensurate with skills and training.
- Any additional tasks as requested by the Principal via the Business Manager or Office Manager.

5. PROFESSIONAL RESPONSIBILITIES

- Understand and implement Gleeson College behavioural management strategies and policies.
- Operate in accordance with the Charter for Staff in Catholic Schools South Australia.
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- Complete any administrative tasks accurately and on time including record keeping.
- Ensure that confidential information is maintained and act with discretion and decorum at all times.
- Participate in professional development/training activities as required.
- Attend all meetings and events as requested by the Office Manager or Business Manager.
- Follow First Aid management, training and reporting within the policies and guidelines of the CESA Safety Manual – First Aid, including providing First Aid to students and staff as reasonably requested and required.

- Develop and maintain effective professional relationships with staff, students, parents and visitors.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.
- Promote and speak well of Gleeson College and its staff at all times, addressing any personal concerns with line managers or Principal as required.
- Undertake other duties pertinent to the scope of the position, as required by the Principal.

6. WORK HEALTH AND 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 27 and 28 WHS Act 2012.

7. SPECIFIC REQUIREMENTS

Essential skills and attributes:

- High level of proficiency in Microsoft Office Suite/Office 365.
- A high level of attention to detail.
- Excellent interpersonal, communication and collaboration skills with an open and friendly disposition.
- The ability to establish positive relationships with staff, students, parents and visitors and communicate effectively with people from a range of backgrounds.
- A flexible approach, exceptional organisational skills and the ability to manage competing tasks and deadlines in a timely manner.
- The ability to be proactive, show initiative, discretion and judgement.
- Demonstrated high level of confidentiality, trust, integrity and work ethic.
- Self-motivated, resilient and able to work productively in a complex environment as a member of a team.
- The ability to maintain a helpful, professional demeanour at all times and receive queries and complaints in a calm, positive and reassuring manner.
- The ability to act calmly in the face of adversity or emergency.

Acquire and maintain:

- Clearance to work in Catholic Education and Current DCSI/Working with Children Check
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- HLTAID012 First Aid Training (Provide an emergency first aid response in an education and care setting).
- 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.

Desirable criteria:

- Administration and customer service experience
- Experience in an education environment and use of SEQTA
- Current driver's license.

8. PERFORMANCE REVIEW

- The employee must undertake a performance review on a twice-yearly basis or at another mutually agreed time; consultation will occur between the employer and the employee to ensure that the PID is accurate.

SIGNED

Principal or Delegate:  **Date:** 21/02/2025

Employee: **Date:** / /