



## Position Description

*We aim to strengthen our relationship with God and each other while working for a more just and inclusive world. As a community rooted in Faith, Growth, and Unity, we nurture capable learners and leaders who contribute to the world God envisions.*

<b>Title of Position:</b>	Office Administrator / School Receptionist / Student Services
<b>Department:</b>	Administration
<b>Reports to:</b>	Business Manager
<b>Stream:</b>	Administration
<b>Classification:</b>	Grade 2
<b>Number of Direct Reports:</b>	Nil

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

### POSITION OVERVIEW

Under general supervision, carry out a wide range of reception and general administrative duties to assist leadership, staff, visitors and other members of the school community. The Office Administrator will provide efficient and responsive customer-focused administration support across the school.

The Office Administrator is responsible for creating a professional impression to effectively handle the flow of people and enquiries and support the day-to-day running of the school's administrative areas.

### SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Finance Officer
- Teaching and non-teaching staff
- Parent / caregivers, students and school community
- External parties / stakeholders

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### KEY RESPONSIBILITIES

Duties include, but are not limited to:

- As the first point of contact for the school, maintain a professional reception area, greet visitors warmly and provide a quality customer service to those requiring it by responding to and/or referring enquiries as appropriate.
- Carry out a wide range of administrative duties including word processing, maintaining email and computerised records; filing in accordance with CES policy and practice; maintain records and record systems.
- Operate a range of office equipment including effective use of the telephone system, photocopier/scanner, printer, binding machine etc.
- Provide administrative support to school leaders including calendar entries, making appointments, preparing routine correspondence, bookings and other general administrative duties.
- Arrange and organise, group meetings and events including meetings with parents and caregivers, external agencies and parent teacher nights.
- Assist with the administration of enrolment activities including handling initial enquiries, preparing information packs and arranging interviews.
- Provide meeting support including preparation of agendas from information provided, assemble documentation and distribute notes/minutes ensuring adherence of required confidentiality.
- Use approved school systems to undertake student reporting for internal and external purposes as required.
- Utilise relevant data systems to maintain and generate standard reports, ensuring timely distribution of student and staff records, including medical and emergency contacts, absentee lists, and class rolls.
- Co-ordinate appointment times for recruitment processes and provide timely and relevant information to applicants and panel members.
- Assist with the general organisation of excursions and associated requirements e.g. booking transport, contacting relevant organisations, compiling permission slips etc.
- Undertake mass production of printed material and documents as required including copying, collating, stapling, binding, folding and cutting.
- Assist with the preparation of school communications e.g. newsletters, as required.
- When required, provide administrative support for school sport activities as applicable including maintaining team lists, playing schedules, players and coaches database, collation of information for inclusion in newsletters etc.
- As a designated First Aid Officer, provide timely first aid assistance for students and staff. Maintain appropriate First Aid facilities and accurate First Aid records including confidential, accurate and current Medical Emergency Plans for students.
- Actively participate in school events/activities, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

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### PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated experience in a comparable office position/environment and the ability to perform a wide variety of general administrative duties. Experience working in a school environment is desirable.
- Proficient computer skills particularly using Microsoft Office (i.e. Word, Excel, Outlook) and databases, and operating a range of general office equipment (i.e. business phone system, computer, photocopier/scanner, binder, shredder).
- Strong interpersonal and communication (written and verbal) skills for positive interaction and collaboration within the team, broader school community and with external parties.
- Able to take responsibility for own work outcomes, carry out role requirements under general supervision and take instruction on unusual, non-routine, difficult or new practices.
- Ability to apply a range of well developed interpersonal and work-related skills to a variety of predictable problems and occasional unpredictable problems consistent with knowledge.
- Demonstrated experience in utilising some discretion and using judgement to interpret available information.
- Good organisational skills and ability to prioritise tasks to achieve specified outcomes within required timelines.
- Demonstrated ability to maintain appropriate confidentiality.
- Willingness to positively support school activities/events, attend meetings and undertake required training.
- Ability to follow procedures and support others as appropriate during unexpected situations or emergencies.

### ROLE REQUIREMENTS

- Certificate III in Administration or Business (or equivalent) or demonstrated comparable knowledge and experience in a similar role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.

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- Co-operate 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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.