

## Position Information Description

*Office Administrator*



<b>Title of Position:</b>	Office Administrator
<b>Department:</b>	Administration
<b>Reports to:</b>	Principal
<b>Stream:</b>	Administration
<b>Classification:</b>	Grade 3
<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 minimal direct supervision whilst subject to the direction of the Principal (or delegate), the position of Office Administrator is integral to the school community and has a high customer-service focus. This position requires a professional frontline person to handle the flow of people, enquiries and administrative activities associated with the day-to-day running of the front office.

### SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Teaching and non-teaching staff
- Parents/caregivers, students, and school community
- Visitors
- External parties / stakeholders

### KEY RESPONSIBILITIES

Duties include, but are not limited to:

- Perform a range of administrative duties at an advanced level to effectively meet the needs of the school.
- Provide administrative support to school leaders, and others as directed, including minute taking, organising calendars and appointments, preparing papers or other written materials, ensuring confidentiality as required.
- As required, provide effective administrative support for committee meetings including preparation and distribution of agendas, note-taking and following up matters identified for action.
- Applying a high level of interpersonal skills, handle enquiries from students, parents, employees, the school community and external parties, making accurate notes and referrals, relaying accurate messages and briefing school leaders relating to appointments as necessary.
- Arrange meetings with parents/caregivers, external parties and for parent teacher nights and assist with organising of school events, as appropriate to role requirements.
- Assist with school recruitment activities including listing provided job vacancies, compiling recruitment packs for panel members, scheduling interviews, notifying applicants etc.
- Compile and issue enrolment packs to prospective families and assist with procedures for new enrolments.
- Utilise relevant data systems to maintain student and employee records including medical and emergency contacts, absentee lists, and class rolls, preparing accurate reports as required.
- Provide complex computer-generated reports and prepare Government and Statutory Authority returns for authorisation by others.
- Assist with the preparation of internal and external publications e.g. newsletters, social media and website updates, as applicable.
- When required, process Working with Children Clearance and screening requests and maintain an accurate Volunteer Register to ensure compliance with CESA and legislative requirements.
- Undertake general induction activities with new staff, volunteers, independent contractors and visitors, as applicable.
- Act as a designated First Aid Officer and provide timely first aid assistance for students and staff. Maintain appropriate First Aid facilities and accurate First Aid records including confidentiality, accuracy and currency of 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).

## **PERSON SPECIFICATION**

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated comprehensive experience in undertaking a broad range of administrative duties at an advanced level, applying a broad knowledge base incorporating a range of theoretical concepts.
- High level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook) and databases and other office equipment to fulfil the requirements of the role.

- High level interpersonal and communication (written and verbal) skills for positive engagement, interaction and collaboration within the team, broader school community and with external parties. Experience in supervising others is expected.
- Ability to take responsibility for own outcomes in relation to specified quality standards and identify and apply skill and knowledge in some depth to most matters, including taking significant initiative and responsibility.
- Experience in working with little direct supervision, take direction on broader technical aspects of the work, and evaluate information and locate, analyse and evaluate information from a variety of sources.
- Experienced in applying solutions to a range of problems, analyse and plan approaches to problems to effectively deliver required outcomes.
- Highly effective time management and organisational skills and ability to plan and prioritise tasks to meet timelines for required outcomes.
- Demonstrated ability to maintain appropriate confidentiality.
- Willingness to positively support school activities/events, attend meetings and undertake required training.
- Ability to follow procedures and actively support others during unexpected situations or emergencies.

## **ROLE REQUIREMENTS**

- Certificate IV 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.
  - 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.