



Title of Position:	Administrative Officer
Reports to:	Principal
Stream:	Administration
Classification:	Grade 4
Number of Direct Reports:	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 moderate direction, the position of Office Administrator/Executive requires a wide range of advanced level and varied executive administrative duties and project work to assist the leadership team, School Board, staff and other members of the school community and visitors, to deliver an efficient and responsive customer focused administration service.

This position requires a professional and highly competent frontline person to efficiently handle the flow of people and enquiries associated with the day-to-day administrative running of the school and Principal's office.

SIGNIFICANT WORKING RELATIONSHIPS

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

KEY RESPONSIBILITIES

Duties include, but not limited to:

- Provide a complete professional administrative service to school leaders including routine organisational activities (calendar management, scheduling meetings etc), work of a highly confidential and sensitive nature, recruitment activities (listing positions, arranging interviews etc) and meeting support (preparing Agendas, taking notes, follow-up actions etc).
- Liaise on behalf of the Principal (or delegate) with the school community and service providers to effectively support school activities.
- As directed, draft more complex correspondence which initiates or responds to new cases or situations as well as non-standard executive correspondence including confidential and sensitive correspondence and communications.
- Using computer software packages (i.e. Microsoft Office) including desktop publishing and web software and management information systems at an advanced level to support the effective administration operations of the school.
- Undertake responsibility for special projects where advanced administrative and organisation skills are required to effectively deliver required outcomes.
- Design or facilitate planning and delivery of promotional, advertising and marketing materials at an advanced level, consistent with the school's marketing plan and priorities and CESA protocols. Administer school newsletters, website and social media platforms as applicable.
- Maintain employee records effectively and apply knowledge of CESA and school policies and procedures to provide accurate advice to other employees as appropriate to the role requirements.
- Ensure relevant data systems are maintained for currency of student and employee records including medical and emergency contacts, absentee lists, and class rolls, and provide accurate reports when required.
- Be responsible for the purchase of office equipment and maintenance of office equipment, as authorised.
- Manage the hire and use of school facilities, including sporting and gym facilities, as applicable.
- Maintain the key/electronic fob register, monitor required access and issue keys/fobs as appropriate, consistent with security and privacy protocols and practices.
- When required, process Working with Children Clearance and screening requests and maintain an accurate Volunteer Register to ensure timely completion and compliance with CESA and legislative requirements for new staff and volunteers.
- As applicable, undertake the full scope of Registrar administrative duties including data management, arranging meetings/events/functions for prospective/new families/school tours/orientation days, etc.
- As applicable, undertake the role of co-curricular/extra-curricular coordinator including formulating programs, deployment of support to manage activities, liaising with key stakeholders and referring issues where appropriate, organising meetings, coordinating functions and supporting co-curricular/extra-curricular policy, monitoring budgets, and promotion of programs.
- 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 support organisation of and 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 experience in providing a high level of specialised administrative tasks and applying a broad knowledge base incorporating theoretical concepts with substantial depth in areas of responsibility.
- Advanced level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, Powerpoint), databases and other ICT equipment, and full technical competency to operate office equipment.
- Excellent interpersonal and communication (written and verbal) skills for positive engagement, role modelling, interaction and collaboration within the team, broader school community and with external parties. Experience in supervising others to achieve group outcomes is expected.
- Demonstrated ability to work under moderate direction, be responsible for own outcomes within broad parameters and remain fully competent requiring little or no guidance during the performance of work to achieve stated objectives.
- Demonstrated experience in supporting and administering projects.
- Able to analyse, diagnose, design and implement solutions across a broad range of functions and evaluate information and use for forecasting, planning or research purposes. Experience in preparing and monitoring a budget is also expected.
- Comprehensive knowledge of relevant policies, procedures and associated obligations to meet all compliance requirements.
- Demonstrated ability to maintain a very high level of confidentiality.
- Willingness to positively lead and support school activities/events, attend meetings and undertake required training.
- Demonstrated ability to follow procedures lead and deal effectively with emergencies and/or unexpected situations.

ROLE REQUIREMENTS

- A Diploma in Administration, Marketing or Business (or equivalent) comprising a minimum of one year of study and/or relevant demonstrated knowledge and experience in a comparable 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.