

Administration Officer / Food Technology Assistant Position Information Document

ROLE DESCRIPTION

ROLE TITLE:	Administration Officer / Food Technology Assistant
CLASSIFICATION:	Grade 3
COMMENCE:	Monday, 21 July 2025
TENURE:	Permanent – Part Time
HOURS OF WORK:	Monday: 8.00 am – 4.00 pm Wednesday: 9.00 am – 2.00 pm Thursday (Food Technology): 8.00 am – 4.00 pm Friday: 9.00 – 2.00 pm
ALLOWANCE	First Aid
BREAKS:	15-minute paid morning tea break 30 minute unpaid lunch break
ADDITIONAL:	Flexibility of working hours and days will be required during peak workload periods.
COLLEGE:	St Michael's College, Secondary Campus, Henley Beach
RESPONSIBLE TO:	HR Manager
KEY RELATIONSHIPS:	Internal: Students, Staff, Human Resources, Administration Team External: College community families and visitors, Prospective students and parents, Feeder schools and other service providers.

PURPOSE

St Michael's College is a Catholic co-educational College in the Lasallian tradition which is committed to the human and Christian education of the young, especially the poor, through: Community, Challenge and Choice.

Community

We are an inclusive and respectful community where each individual is known, valued and cared for enabling them to feel confident to explore their curiosities, flourish and fully realise their potential.

Challenge

Individual growth is achieved through engagement, opportunity and recognition, underpinned by a positive learning culture that is authentic, challenging and supportive.

Choice

Through a quality Lasallian education, inspired by the Gospel and a concern for social justice, students are empowered to better choose who they become as people, learners, and leaders in the world.

POSITION OBJECTIVE

The role of an Administration Officer is to provide a service to students, staff and visitors relating to a broad range of administration services. The role also provides Senior First Aid to Students and Staff.

This also includes a administration support to the Leader of Learning – Technology, working in partnership with the food technology teaching staff in providing effect learning outcomes for students. This is achieved by assisting in the preparation of a well organised and equipped kitchen including all food and resources required for student education.

ROLE PERSONAL SPECIFICATIONS

- Excellent organisational and time management skills
- Ability to foresee potential problems and develop contingency plans
- Multi-tasking and flexibility
- Ability to shift priorities in order to respond to changing requirements
- High levels of attention to detail
- High level of confidentiality
- The ability to relate well to potential students and their families from different cultural backgrounds, displaying respect, empathy and compassion
- Effective communication skills and the ability to relate to both students and staff
- Demonstrated capacity to take on responsibility and work independently
- Excellent organisational skills
- Courteous and respectful attitude
- Enthusiastic, highly motivated and a collaborative team-player

BEHAVIOUR

- Excellent oral and written communication
- A creative and innovative approach
- A service provider with excellent customer service skills
- High level of professional personal presentation
- Enthusiastic and highly motivated
- Collaborative team player
- Friendly and engaging
- Respectful of others

ROLE DUTIES

Administration

- Use daily checklist procedure to open / close administration offices
- As the first point of contact with the school, ensure delivery of efficient, professional, and welcoming Reception services for students, parents/caregivers, and visitors at all times and address particular needs with hospitality and care
- Assist students and visitors to the College with sign in / sign out procedures
- Answer and direct incoming telephone calls / queries and be responsible for in-person requests
- Monitor SMC inbox and distribute generic emails accordingly
- Retrieve absentee messages from answering machine, emails, inbound sms etc
- Record student absences, arrivals / departures on SEQTA, manage late arrivals and early departures through clear communication
- Mark students out of SEQTA accordingly eg. Exams, suspensions
- Maintain the College databases through accurate data input and processing to ensure

student records are kept up to date

- Assist with locating students and staff on campus as required
- Collect and distribute daily mail from school mailbox and maintain staff pigeon holes
- Distribute keys to Temporary Relief Teachers (TRT) and staff and maintain the electronic College Key Register
- Ensure staff are promptly advised of storeroom deliveries
- Manage bookings of meeting rooms and venues
- Arrange courier and delivery services as required
- Book College vehicle through calendar as required
- Assist Registrar with enrolments to prospective families, collecting payments and processing applications
- Assist Timetable Administrator as required with PD recording
- Action Emergency Evacuation / Lock Down procedures as required, ensure relevant class, staff and absentee lists are available to assist with accounting for everyone on campus. Participate in emergency drills, ensuring the smooth running of all processes
- Assist with the archive requirements of the College with the Safety, Risk and Compliance Officer.

Receipting

- Process accounts receivable payments in accordance with Finance procedure
- Balance receipts daily as directed and organize banking
- Banking for college events eg. MAD day, excursions, fundraisers
- End of Month, ensure all cash batches are deposited to the bank and report all department stationary spending as per finance procedures

Purchasing

- Use Alii to purchase stock – tissues, first aid supplies, epipens, defibrillator supplies, personal grooming products, stationary, printing supplies and staff uniforms. Manage stocktake levels and reconcile Alii purchase orders with invoices received when order arrives as per Finance procedures

First Aid Excursions

- Provide timely treatment / First Aid under pressure and manage difficult situations in a calm manner to students, staff & visitors. Maintain appropriate and clean First Aid facilities
- Record administration of First Aid on SEQTA and CompliSpace (complete incident reports as required) with confidentiality and accuracy
- Collect and monitor medical data via SEQTA, Consent2Go and communicate with parents to ensure medication and plans are received.
- Communicate the medical or welfare needs, along with student behaviour of students with relevant staff
- Periodically review and update medical related tasks and processes for Compliance through CompliSpace
- Ensure that Medical Management Plans and student medication is stored in an accessible and appropriate place and be responsible for maintaining and updating Medical Plans
- Monitor expiry dates of student medication/s held by College and communicate to carers regarding expiring medication requesting replacement via Consent2Go
- Prepare and maintain First Aid Kits for excursions, with appropriate equipment and supplies, listing student names attending events with life-threatening medical conditions and pack medication if applicable
- Coordinate the check and restock of First Aid Kits by St John and scheduled times throughout the year

- Prepare DP presentation for beginning of year “Students with significant medical conditions” and ensure this document is kept updated throughout the year along with photo sheet identifying students with severe medical conditions
- Co-ordinate with Registrar and IT Manager the end of year notification via Consent2Go to new families – to update C2G for the following year

Food Technology

- Preparation of food, materials, resources and equipment for demonstrations and practical lessons
- Monitor stock, check ‘use by’ dates, ordering food supplies, unpacking and storing food items correctly and calculating the division of food between groups
- Setup, clean up and leave the classroom in a suitable state for the next class
- Actively assist Food Technology teachers during practical lessons
- Assist the Special Education teachers as required
- Assist with functions and fundraising events
- Prepare, put away (lock away) SMC resources, items, utensils when RTO is utilising the kitchen
- Return all SMC resources to Station 1 -7 each morning checking stations are stocked
- Maintain cupboard and drawer resources photographs
- Complete staff LEC kitchen inductions
- First aid checklist (each term)
- WPI checklist for LEC kitchen and office (each term)
- Assist with catering for events such as parent teacher evenings (out of hours) and De La Salle Day
- Complete tasks as requested by Food Technology staff and HOD

Other Duties

- Receptionist / Receipting as required
- Provide administrative support to Year Level Directors and Assistant Year Level Directors
- Provide administrative support to other staff when required
- Other duties as required in accordance with skills and training

CERTIFICATIONS/QUALIFICATIONS/EDUCATION

- Certificate 3 in Business Administration or 3-5 years working in an administrative role and customer service environment
- HLTAID012 Provide First Aid in an Education and Care Setting
- Current CPR HLTAID009
- 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 (Full Day Certificate and latest update or Masterclass + Fundamentals)
- 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.

WORK PLACE 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)

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the St Michael's College Code of Conduct [CodeofConduct_SACCS_May2020.pdf](#). This Code applies standard for appropriate ethical and professional behaviour
- Demonstrate understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times
- Comply with the College's standards and procedures in WHS
- Reporting of all WHS hazards and incidents

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.

Position Description Review: January 2025