



# CATHERINE MCAULEY SCHOOL

## Position Information Document

### Education Support Officer

Name:

Date: 8 September 2025

POSITION TITLE

MINI MACS PROGRAMS ASSISTANT

ESO GRADE

3

ESO STREAM

Early Childhood Education - OSHC Stream

- Key Working Relationships**
- **Principal / Deputy** Principal
  - Early Childhood Program Manager
  - Children, parents/caregivers and families

## BROAD PURPOSE

The Mini Macs Programs Assistant is responsible for performing a wide range of day-to-day operations of the Early Childhood Programs.

## DUTY STATEMENT

Duties include, but are not limited to:

- Responsible, in consultation with the Mini Macs Programs Coordinator, for the preparation and implementation of the children's programs, reflecting the multi-cultural and social nature of the community.
- Assist in the development of good relations with families attending the Early Childhood programs.
- Ensure a safe environment is maintained for children, families and others attending the Mini Macs Programs.
- Interact with children in a positive, sensitive and respectful manner.
- Assist in the provision of support for additional needs children with complex health support needs and/or disabilities.
- Ensure that records are maintained accurately for each child in the employee's care.
- Develop, implement and evaluate daily care routines of children.
- Carry out administrative tasks.
- Liaise with families and respond to enquiries regarding their child/ren and their associated activities whilst accessing the Mini Macs Programs.
- Provide verbal and written information to families as delegated by the Mini Macs Coordinator/school leadership.
- Deal effectively and professionally in emergency or stressful situations and assist and support others as appropriate.
- Actively contribute to the development of strong team work skills and the creation of a supportive team environment.
- Actively and positively support and participate in Mini Macs activities/ events, staff/team meetings, required training and/or professional development and professional reviews.
- Undertake other duties as directed by the Principal (or delegate).

## PERSON SPECIFICATIONS

- A Certificate II in Education Support (or equivalent) and/or demonstrated experience in a similar or comparative role.
- Demonstrated knowledge and experience planning, implementing and monitoring educational programs and activities applicable for an Early Childhood environment.
- Demonstrated ability working and communicating effectively with children and their families. Experience working with children with special needs is highly desirable.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- Ability to implement positive and supportive behaviour management practices and be a good role model for students.
- Excellent interpersonal and communication skills (verbal and written) and proven ability to develop a strong positive rapport with students, staff and families and foster effective professional relationships.
- Able to work with minimal direction and supervision and analyse and plan approaches to apply effective solutions to a range of problems.
- Self-motivated, resilient, and able to work productively in a complex environment as an effective and positive team member and supervise other staff, as applicable.
- High level organisational and time management skills, able to effectively prioritise tasks, be proactive and able to work under pressure and meet required timelines.
- Demonstrated ability to work with little direct supervision, take responsibility for own outcomes in relation to role requirements and take significant initiative and responsibility to support educational and school outcomes.
- Demonstrated high level of confidentiality, trust, integrity, and work ethic.
- Demonstrated advanced computer skills, knowledge and experience.
- Ability to deal effectively with unexpected situations and/or emergencies.
- An active commitment to ongoing professional learning and development.

## SPECIFIC REQUIREMENTS

- Applicable First Aid certificate relevant to the role requirements.
- 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
- 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
- Continence Care training is highly desirable.

## WORK 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

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.