

## POSITION DESCRIPTION

### Administration Officer (with WHS Duties)

POSITION DETAILS	
Position title:	Administration Officer
Reports to (position title):	Area Principal and Head of Campus
Organisation:	SA/WA EREA Flexible Schools Limited
FTE:	Continuing, full-time
Location:	Elizabeth
Approved:	April 2024

#### 1.0 Vision

Founded in values espoused in the Gospel, Edmund Rice Education Australia (EREA) seeks to transform the hearts and minds of young Australians through education to build a more just and inclusive local and global community through presence, compassion, and liberation. According to *The Charter for Catholic Schools in the Edmund Rice Tradition*, EREA offers a *Liberating Education*, based on a *Gospel Spirituality*, within an *Inclusive Community* committed to *Justice and Solidarity*.

#### 2.0 Context

EREA Flexible Schools Ltd is a company limited by guarantee established by the Member (EREA Ltd) to lead Flexible Schools and Special Schools in all states and territories except Victoria. EREA Flexible Schools Ltd is responsible for the strategic direction, financial management and legal obligations of each school.

EREA Flexible Schools Ltd currently educates over 2,000 young people in 21 Flexible Learning Schools (12 based in Queensland and 9 other schools across Australia) and two Special Education Services Schools in Sydney. Flexi schools serve young people who experience complex educational, social or psychological situations which demand unique responses. They enable young people to engage in education in a supported learning environment through a methodology based on trauma informed practice, to co-create a *Common Ground* using *Operation by Principles*, in which the principles of Honesty, Respect, Participation, Safe & Legal are embedded.

#### 3.0 Position Purpose

The Administration Officer with WHS Duties reports to the Principal/Head of Campus. They work collaboratively with all staff. They have delegated responsibility to provide administrative, accounting, payroll and WHS duties to support Edmund Rice Flexi School along with the

responsibility for the smooth and efficient operation of the reception area. This includes providing assistance to staff, young people, parents/carers and the wider community. This includes but not limited to:

1. In conjunction with the Area Principal and Regional Team, develop and maintain administrative processes which support the efficient and compliant operation of the Fexi School.
2. Responsibility for ensuring all administrative, accounting and payroll functions and compliance are completed in a timely and accurate manner.
3. Work collaboratively with all Site Management, Area Principal and Regional Office Team.
4. Work in collaboration with the Regional Risk and Compliance Officer to complete WHS duties.
5. Assist staff in providing resources for activities/programs for young people; and
6. Operate within the context of EREA Flexi Policies and Procedures.

#### **4.0 Key Responsibilities and Accountabilities**

Typical duties and responsibilities of the Administration Officer includes but not restricted to:

##### **1. General Requirements**

- Respond to enquiries from staff, young people, parents/carers, partner organisations and the general public, addressing issues in accordance with the FLC procedures.
- Provide a welcoming and supportive environment for young people, families and visiting consultants.
- Support young people with student ID cards/travel passes/making phone calls, etc.
- Managing the safe environment of the front of house/school, seeking assistance from teaching/youth work staff as required.
- Ensure compliance of administration process and database entry of all referrals and enrolments.
- Create and maintain young person records including hardcopy and electronic entry.
- Ensure student attendance data is accurate and recorded on the portal including follow-up on absences.
- Develop systems to provide accurate young people information is available for camps/excursions etc.
- Manage accountability and records for confidentiality of information forms, permission forms, authority to administer medication etc.
- Arrange purchasing of materials and requisites for the school.
- Organise and management of Bus runs, lunch duty rosters, and any other relevant rosters necessary for the smooth running of the site.
- Work with the finance support staff to ensure payment of invoices, master-card and petty cash reconciliations.
- Support the organisation of the resources of the centre including yearly stocktaking, maintaining registers and asset audits.
- Maintain appropriate records and prepare reports as deemed necessary by all stakeholders.
- Compile and complete statistical, census and other returns as required by the Regional Office, EREA, Governments, CESA and other bodies.

- Maintain communication and correspondence between the centre and other individuals and organisations as directed.
- Maintain confidential staff records including Working with Children Checks, staff licences, leave applications and fortnightly timesheets.
- In consultation with staff, produce regular newsletters for families.
- Keep minutes of weekly staff meetings and distribute to staff in a timely manner.
- Support staff in preparation of school activities e.g. outings, special events, professional development days and planning days.
- Maintain a register of equipment.
- Maintain a register of compliance with Workplace Health and Safety requirements.

## **2. Professional Standards**

- Assist and maintain supportive and safe learning environments.
- Engage professionally with colleagues, parents/carers and the greater community.
- Demonstrate professional standards of presentation, reliability and punctuality including;
  - Notify the Head of Campus of any planned or unplanned absence including sick leave as soon as possible via the approved communication means.
  - Maintain a high level of interpersonal communication skills at all times actively demonstrating courtesy, tolerance and professionalism in all interactions; and
- Provide standard professional services independently within defined organisational parameters.

## **3. Organisational Functions**

- Commitment to working under the four principles of operation: Respect, Safe & Legal, Honest and Participation. The principles establish a “common ground” among staff, young people and families.
- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
  - Promptly and accurately reporting all hazards, accidents, incidents and near misses, using the approved notification method;
  - Ensuring the safe use and maintenance of appropriate equipment including Personal Protective Equipment (PPE) for self and students;
  - Maintaining a current knowledge of emergency evacuations procedures and participating positively in drills and training sessions; and
  - Make recommendations for improvements in health and safety.
- Participate positively in marketing and business development opportunities and events.
- Be aware of and participate in strategic planning process including making suggestions through the Area Principal and Regional Office team for improvements or new business opportunities.
- Actively work with colleagues to build positive relationships and teamwork across the site.
- Ensure that all information related to the operations, stakeholders, staff, young people, business or any other related activity is maintained as confidential and may not be disclosed to any third party without the express written permission of the

Principal/Regional Director. A breach of confidentiality is a serious misdemeanour and will be addressed through the EREA Performance Management Policy and Procedures.

- Agree that the intellectual property for any works created during and in the course of employment and the entire copyright throughout the world, are owned by EREA; and
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with the EREA Policies and Procedures.

#### **4. Work Health and Safety Duties**

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including:
  - Reporting work-related injuries, near misses, hazards on the Assurance system for action and reporting,
  - In consultation with the Risk and Compliance Officer, and the support of the Head of Campus, assisting site and staff with hazard identification and risk assessment,
  - Liaising with external facilities operations managers as directed by the Area Principal and/or Head of Campus to ensure maintenance of premises and equipment is completed,
  - Record keeping and assistance with managing Risk/Hazard registers via CompliSpace,
  - Other duties as directed by the Risk & Compliance Officer, in consultation with the Head of Campus,
  - Assist Risk & Compliance Officer with any WH&S internal audit program activities,
  - Ensuring the safe use and maintenance of appropriate equipment including Personal Protective Equipment (PPE) for self and students,
  - Maintaining a current knowledge of emergency evacuations procedures and participating positively in drills and training sessions; and
  - Make recommendations for improvements in health and safety.

#### **5. Other**

- a. Perform other duties within the accountability and level of the role as they emerge and as requested by the Area Principal/Head of Campus. These additional duties will, in general, be mutually agreed by all parties.

### **5.0 Key Attributes and Experience**

- Previous experience in an administrative role - **essential**.
- At least 2-3 years' experience working in a school administrative environment.
- Proficient at using student data management systems such as EDSAS, CeSis, SEQTA or TASS.
- Intermediate/Advance knowledge of Microsoft Office Suite - **essential**
- A current Working with Children Check from the Department of Human Services (or the ability to obtain one) - **essential**.
- Ability to gain a Catholic Clearance from the Archdiocese of Adelaide – Screening & Verification Authority - **essential**.
- Certificate Level in Business Administration - **highly desirable**.

#### **EREA EXPECTATIONS**

A commitment to the Catholic ethos in the Edmund Rice tradition.

Staff are required to read, understand and comply with all EREA policies, procedures and reasonable direction, while demonstrating professional workplace behaviour in accordance with the EREA Code of Conduct.

A valid Working with Children Card is an essential condition of employment.

#### **CHILD SAFEGUARDING RESPONSIBILITIES**

EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero-tolerance of any abuse.

It is our commitment to ensure that each and every student is kept safe and free from all forms of harm and abuse.

EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.

You are required, as a condition of employment, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the Code of Conduct/s, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working With Children Card.

It is your responsibility to be aware of key indicators of child or student abuse and other harm, to be observant, and to report any and all child safety incidents or concerns.

#### **AGREEMENT**

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position. This position description should be read in conjunction with the employee's contract of employment. Employees will also be required to follow any other position-related instructions and EREA policies, and to perform other position-related duties required to support EREA's compliance with its legislative obligations. Through consultation with the employee, EREA may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.