

POSITION DESCRIPTION

POSITION TITLE:	School Officer – Administration
SECTION:	School Officer
REPORTS TO:	The Principal
CLASSIFICATION:	School Officer – Level 4
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023
LOCATION:	St Peter's Catholic School, Halifax

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

“The promotion of the human person is the goal of the Catholic school”

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES		JESUS TEACHES US:	
COMMUNITY (John 13)	The greatest commandment Jesus teaches us is to Love God, Love others.	LOVE (John 4:7-19)	Love is the core value of the Gospels.
PROMOTING LIFE IN ABUNDANCE (John 10:10)	God wants us to live life to the full.	RECONCILIATION (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
INCLUSION (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	HOPE (Luke 24:13-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
JUSTICE (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	LIBERATION (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		COMPASSION (Luke 10:30-37)	In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.

ABOUT THE ROLE

St Peter's Catholic School, Halifax is a co-educational Catholic school in Halifax offering a small, close-knit community environment for children from Prep to Year 6. St Peter's Catholic School is an integral part of the Halifax community, with the traditions and histories of local families intertwined with St Peter's for generations.

The role of School Officer – Administration is responsible for providing high level administrative support demonstrating a high level of self-initiative, flexibility, attention to detail, autonomy and dependability.

The School Officer – Administration will be required to liaise with visitors, parents, staff and students to the College. The incumbent will present a professional image and create a welcoming, warm and positive impression. As the initial point of contact for many key stakeholders, the School Officer - Administration will deliver high quality customer service.

KEY ACCOUNTABILITIES

The School Officer - Administration will be highly organised and demonstrate a high attention to detail. Typical duties include but are not limited to:

- Assist with the delivery of tasks associated with community participation and school functions:
 - ✓ Provide high level assistance with the organisation of school events
 - ✓ Coordinate catering for school events
 - ✓ Coordinate the production of event supplies and merchandise
 - ✓ Monitor, review and update the school website ensuring accuracy and attention to detail.
- Provide high quality and timely administration support that meets the day to day requirements of the school including:
 - ✓ Executive support to the Principal and Senior Leadership team as required
 - ✓ Provide a point of coordination for the Principal, including management of calendar and appointments
 - ✓ Co-ordinate the dissemination of information to staff, families and students both routine and as required
 - ✓ Author and editing of documents – letters, registers, spreadsheets
 - ✓ Assist in the production of internal and external documents
 - ✓ Ensure all documents are adequately filed in accordance with school systems and processes
 - ✓ Assist with banking and receipting of items.
- Manage the delivery of operational tasks associated with reception and administration including:
 - ✓ Mail management and distribution
 - ✓ Provide timely and accurate response to incoming telephone and email enquires
 - ✓ Coordinate and direct enquiries of parents, visitors and contractors as necessary
 - ✓ Data entry to support the compliance and accuracy registers and record management.
- Assist with financial and banking duties as requested
 - ✓ Updating accounts
 - ✓ Paying suppliers and contractors
 - ✓ Overseeing day-to-day cash management
 - ✓ Preparing and administering tuition bills and collecting fees
 - ✓ Helping with the creation of annual budgets and strategic financial goals
 - ✓ Managing student files and enrolment process/ accounts

- Any other duties as reasonable requested to support the functionality of the school.
- Support collegiate learning and development by embracing new ideas and sharing experience and learning.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Demonstrated experience in an operational/administrative support position, preferably within a corporate services function, with the provision of focussed professional, administrative and secretariat support at a high level
- Advanced knowledge of office procedures and practices with the ability to identify and implement improvements
- Experience and proficiency in the use of Google and Microsoft Office Suites at an advanced level
- Demonstrated experience of contemporary office procedures and practices with the ability to identify and implement improvements.
- Demonstrated experience in a customer service role.

Skills

- Demonstrated knowledge of meeting procedures, protocols and planning
- Conference and event organisation and associated protocols including catering and travel logistics
- Knowledge of record management systems.
- Ability to exercise discretion and judgement whilst achieving outcomes within time constraints.

Attributes

- Supports productive relationships with a demonstrated ability to work as part of a team and independently
- Ability to organise work, manage own time to meet deadlines, and be adaptable in response to changing priorities
- High level of attention to detail and recognition of the importance of accuracy in all aspects of the work
- Ability to show initiative, flexibility, solve problems and contribute to process improvement in a complex environment.
- Enthusiastic, energetic, flexible with a proactive attitude.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card - The successful candidate will require a paid Blue Card before commencement as per the No Card, No Start policy developed by Queensland Government
- Minimum certificate level or higher qualification or equivalent relevant experience
- Ability to travel from time to time within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

Desirable Criteria

- Certificate in Business Administration
- Previous experience in the education field would be considered advantageous.

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom.

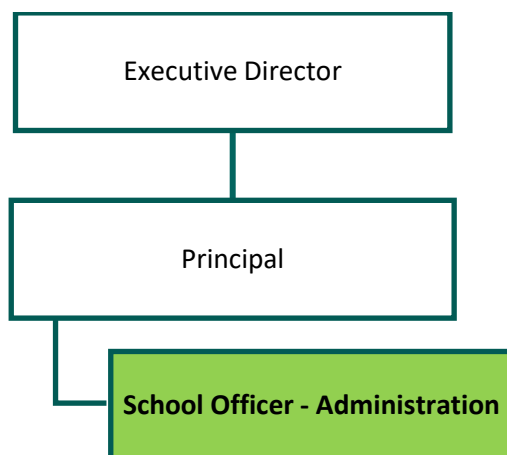
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
	Supports and engages change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Displays intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Supports efficient and robust structures and systems
Demonstrates honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a commitment to sound educational focus

Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Supports organisational capacity to respond to contemporary and future needs
Communicates with confidence	Avoids imposing old paradigms on new realities
Is authentically present	Supports a growth promoting workplace
Displays a trusting disposition	Exercises committed and ethical stewardship
Supports collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Supports a sharing organisational culture that focuses energies and talents
	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The School Officer – Administration is accountable in the first instance to the Principal. The School Officer – Administration consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature:

Date: