

**POSITION DESCRIPTION**

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| **POSITION TITLE:** | **Administration Assistant/Enrolment Officer** |
| **SECTION**: | **School Officer** |
| **REPORTS TO:** | **Business Manager** |
| **CLASSIFICATION:** | **School Officer – Level 3** |
| **AWARD:** | **Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023** |
| **LOCATION:** | **Ryan Catholic College, Kirwan (Junior Campus)** |

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| **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*



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| **ABOUT THE ROLE** |

Ryan Catholic College, Kirwan, provides a Catholic education for both boys and girls from Prep to Year 12 on two campuses (Prep to Year 4 and Years 5 to 12). Students are offered a diverse curriculum in modern, well-equipped facilities.

The Administration Assistant/Enrolment Officer works in collaboration with the Business Manager and provides high level administrative support to the College Leadership Team, demonstrating a degree of self-initiative, flexibility and dependability.

The Administration Assistant/Enrolment Officer will be required to be the initial point of contact for all visitors, parents, staff and students to the College. The incumbent will present a professional image and create a welcoming, warm and positive impression.

The position reports directly to the Business Manager and will be based at Ryan Catholic College Junior Campus.

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| **KEY ACCOUNTABILITIES** |

The Administration Assistant/Enrolment Officer will represent Ryan Catholic College Junior Campus reception as the first point of contact in a professional, warm, friendly and efficient manner. Duties include:

* Provide reception duties that meets the day to day requirements of the school including:
  + Assist in the production of internal and external documents
  + Sort, prepare and file documents as required, ensuring a commitment to compliance and confidentiality.
* Support the delivery of operational tasks associated with a high functioning reception including:
  + Responding to incoming telephone and email enquires
  + Ensuring timely distribution of school correspondence via email or other mode as required
  + Deal professionally with and directing enquiries of parents, visitors and contractors as necessary
  + Data entry to support registers and record management ensuring accuracy and attention to detail.
* Administrative tasks as required to support the functionality of Ryan Catholic College Junior Campus:
  + Enrolment processes for Prep – Year 4
  + Student departure processes for Prep – Year 4
  + Completing Student Data Transfer Note for interstate transferees
  + Maintain the MAZE database for students and families Prep – Year 4
  + Transitioning student portfolios and information to new schools as requested
  + Student administration duties using Compass
  + Assist with the preparation of meetings and functions.
* Provide coordination to students and staff with first aid and sick bay:
  + Liaison with parents and staff for sick or injured students
  + Maintain and update Prep – Year 4 student medical alert information, ensuring confidentiality
  + Administer medication to students as per requirements in conjunction with protocol and process
  + Distribution and maintenance of first aid kits.
* Provide Secretarial support to Leadership Team Members - Junior Campus:
  + Manage diary/commitments
  + Monitor staff access/telephone calls/correspondence, as required.
* Assist the Leadership Team with College activities including, but not limited to assemblies, spring fair, leadership meetings and interviews
* Any other task as reasonably directed by the Business Manager and Principal.

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| **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.

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| **ABOUT YOU** |

**Experience**

* Previous experience providing generalist administrative support
* Demonstrated capacity to organise and prioritise a range of tasks and set priorities to meet deadlines in a busy environment
* Demonstrated ability to work independently and as part of a team
* Proven ability in providing accurate and informative assistance to staff, students and parents confidently.

**Skills**

* Ability to adapt to changing circumstances and embrace new ideas
* Highly developed computer literacy with the ability to operate a variety of platforms
* Organisational planning and coordination skills including the ability to manage demanding or competing deadlines
* The ability to proactively seek opportunities to extend ones professional scope of practice and learning.

**Attributes**

* Enthusiastic and energetic with a proactive attitude
* Confident, well-presented and engaging with a personal warmth that engenders mutual respect with staff, parents and visitors
* Flexible and responsive to the needs of the college community and driven to achieve the best outcomes
* Willingness to learn and develop in a supported environment
* Motivated with a “can do’ attitude.

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| **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
* Qualification at certificate level or equivalent knowledge and experience relevant to the position
* Current Driver’s Licence
* 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.

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| **Desirable Criteria** |

* Recent administration and/or reception experience in a school or other environment.

*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.*

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| **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.

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| **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 |

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| **REPORTING & OTHER RELATIONSHIPS** |

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

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| **ACKNOWLEDGEMENT** |

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

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| **Employee Name:** |  | | |
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| **Signature:** |  | **Date:** |  |