

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>School Officer – Administration</b>
<b>SECTION:</b>	<b>School Officer</b>
<b>REPORTS TO:</b>	<b>Principal</b>
<b>CLASSIFICATION:</b>	<b>School Officer – Level 3</b>
<b>AWARD:</b>	<b>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023</b>
<b>LOCATION:</b>	<b>St John Bosco Catholic School, Collinsville</b>

## 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:	
<b>COMMUNITY</b> (John 15)	The greatest commandment Jesus teaches us is to Love God, Love others.	<b>LOVE</b> (John 4:7-19)	Love is the core value of the Gospels.
<b>PROMOTING LIFE IN ABUNDANCE</b> (John 10:10)	God wants us to live life to the full.	<b>RECONCILIATION</b> (Luke 15:11-32)	Jesus' supreme act of love in dying on the cross reconciled humankind to God.
<b>INCLUSION</b> (Luke 19:1-10)	God invites all to live in God's love, including those that might be excluded by society.	<b>HOPE</b> (Luke 24:13-35)	We can all hope for the fullness of glory with God because God is faithful to His promises.
<b>JUSTICE</b> (Matthew 25:31-46)	Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.	<b>LIBERATION</b> (Luke 4:18-21)	God frees us from all evil if we trust in God and live our life in God.
		<b>COMPASSION</b> (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 John Bosco Catholic School, Collinsville is a co-educational Catholic school located in Collinsville. The school has 50 students from Prep to Year Six, delivering quality education in a small, close-knit environment.

The role of School Officer – Administration works in collaboration with the Principal to support the effective coordination of the school office. As an initial point of contact, it is integral, the School Officer - Administration presents a professional image and creates a welcoming, warm and positive impression whether via phone, email or in person.

The School Officer – Administration will be required to undertake a broad range of administrative tasks to support the school community and will offer diversity within the scope of work being undertaken.

## KEY ACCOUNTABILITIES

The School Officer - Administration will represent St John Bosco Catholic School in a professional, warm, friendly and efficient manner. Typical duties include but are not limited to:

- Support the delivery of tasks associated with community participation and school functions:
  - ✓ Assist with the organisation of school events
  - ✓ Arrange catering for school events
  - ✓ Assist in the production of event supplies and merchandise
  - ✓ Monitor and update the school website.
- Provide administration support that meets the day to day requirements of the school including:
  - ✓ Co-ordinate dissemination of information to staff and students
  - ✓ Production of documents – letters, registers, spreadsheets
  - ✓ Assist in the production of internal and external documents
  - ✓ Sort, prepare and file documents as required
  - ✓ Assist with banking and receipting of items
  - ✓ Assist with the creation and management of timesheets for service and casual staff
  - ✓ Tracking of staff absences
  - ✓ Booking of accommodation for relief staff
- Support the delivery of operational tasks associated with reception and administration including:
  - ✓ Mail management and distribution
  - ✓ Responding to incoming telephone and email enquires
  - ✓ Dealing professionally with and directing enquiries of parents , visitors and contractors
  - ✓ Data entry to support registers and record management.
- Provide coordination to students and staff with first aid and sick bay
  - ✓ Liaise with parents and staff for sick or injured students
  - ✓ Maintain and update 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
  - ✓ Maintain student medical records and accident reporting
- Provide support in parent/student reception and the Uniform Shop when required
- Assist with financial and banking duties as requested
- Assist with the payments of supplier accounts

- Any other duties as reasonably 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

- 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 including Google and Microsoft Office
- 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 school community and driven to achieve the best outcomes
- Willingness to learn and develop in a supported environment
- Motivated with a “can do” 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
- Current First Aid Certificate
- Qualification at certificate level or equivalent knowledge and experience relevant to the position
- 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

- 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.*

## 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.

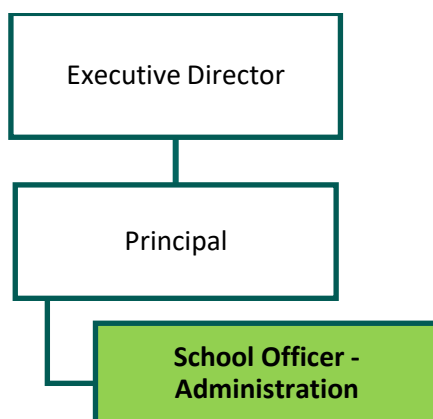
You will be assessed on your ability to demonstrate the following four capabilities – Personal, Professional, Relational and Organisational within context to the key accountabilities identified above.

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	
<b>Social and Interpersonal</b>	<b>Organisational</b>
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:** \_\_\_\_\_