



Position Description: Administration Support Officer

Role Title	Administration Support Officer
School Network	Xavier Flexi Schools Network Edmund Rice Education Australia
School	Inala Flexible Learning Centre
Traditional Country	Yuggera, Jagera and Ugarapul Country
Status	Full-time, Continuing
Reports	Head of Campus
Band/Wage Scale	School Officer Level 4 (\$66,464 - \$68,551)
Commencement	As soon as negotiated

Xavier FSN is an equal opportunity employer that promotes the safety and wellbeing of Aboriginal and Torres Strait Islander children and encourages applications from Aboriginal and Torres Strait Islander people.

CHILD SAFEGUARDING:

Edmund Rice Education Australia (EREA) is a child safe organisation committed to the protection of children. EREA and its schools have a zero tolerance of abuse or harm towards children and young people. Xavier Flexi Schools Network (XFSN) being a subsidiary of EREA is also committed to ensuring the safety, wellbeing and dignity of all children and young people. Therefore, all applicants will be subject to EREA policy and legislative screening procedures. These checks are consistent with EREA's commitment to child safeguarding policies and procedures. This includes complying with our Child Safeguarding policy, Code of Conduct and Working with Children Checks.

PRINCIPLES OF OPERATION:

All employees of Xavier Flexi School Network (XFSN) adhere to the concepts of Common Ground and Operation by Principles. Staff are expected to work within the framework of common ground and demonstrate the ability to work under the four principles of operation: Respect, Honesty, Participation and Safe and Legal.

All Flexible Learning Centres operate under this framework and this is a significant point of difference from mainstream schooling. The principles establish a "common ground" among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually. As such, the position has a shared responsibility to ensure authentic alignment to the core values of the Network and school, as articulated in the EREA Charter and the XFSN Strategic Plan. A primary responsibility for this role is to maintain fidelity to operation by Principles and the best practice guidelines are available at www.ereafsn.edu.au.

WHO ARE WE:

The Xavier Flexi Schools Network and Flexible Learning Centres are Catholic Schools in the Edmund Rice tradition. The Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education program for young people who have disengaged from mainstream schooling. Young people typically express a broad range of complex education and social needs and FLCs respond with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

The purpose of an Edmund Rice Education Flexible Learning Centre is to provide young people with a varied and holistic set of learning experiences which enable them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

PRIMARY ROLE:

This position will support the Head of Campus and staff of the Centre they are working at. The position reports to the Head of Campus through the Senior Administration Officer and will:

- Provide administrative support as directed by the Senior Administration Officer, Head of Campus and staff and assist with best model of practice at the Inala Flexible Learning Centre.
- Provide a welcoming environment for visitors, staff, families, and young people.
- Support effective learning and teaching programs for young people in both middle and senior phases of secondary education.
- Contribute to the development and implementation of the FLC's objectives and planning.
- Contribute to the maintenance of a supportive school environment and to meet the needs of young parents to support their engagement in education.

DUTIES and RESPONSIBILITIES:

The Network Principal is responsible for the operation of all Flexible Learning. The Administration Support Officer is accountable to the Network Principal of the Flexible Learning Centres within the Xavier Flexi Schools Network. Staff are accountable to the Network Principal of the Flexible Learning Centres within Edmund Rice Education Australia.

The Administration Support Officer will:

- Operate within the context of Edmund Rice Education Australia's Corporate Policies and Procedures, particularly in the area of Equal Employment Opportunity and Workplace Health and Safety.
- As the first point of contact for the office, provide a welcoming and friendly environment for young people, parents, visitors, and staff.
- Maintain an up to date filing system of office and student records.
- Maintain accurate up-to-date attendance records, notes, and performance data for all students in the database system.
- Ensure all student records are complete with necessary documentation, liaise with previous schools or external agencies to obtain documentation for new young people
- With approval from the Head of Campus, organise contractors to undertake repairs on site when needed and follow up until job is completed.
- Organise invoices in a timely manner for HOC sign off and send to Accounts for processing.
- Manage school buses vehicle maintenance and inspections.
- Photocopying, laminating, word processing and making appointments as directed.
- Support and maintain a culture of safety, respect, honesty, and participation within the Centre in accordance with the FLC's four principles.
- Answer phones, record, and distribute messages as required.
- Check, sort, and distribute mail daily.
- Minuting staff meetings as required.
- With approval from HOC, arrange purchasing of stationery, materials, and requisites for school.

- Assist with communication and correspondence between the FLC and other individuals and organisations.
- Support visiting consultants where required.
- Maintain communication and reporting processes with the Senior Administration Officer and Head of Campus.
- Other duties as required.

First Aid Officer:

- Undertake personal First Aid requirements to maintain First Aid credentials.
- Administer First Aid to young people and community as required.
- Supervise the First Aid Room caring for injured or unwell young people.
- Manage stock, supplies and maintenance of the First Aid Room.
- Maintain First Aid records.

KEY SELECTION CRITERIA:

Essential:

- Previous experience in Administration and working in a school environment is advantageous.
- Understanding of service provision to marginalised young people particularly within the alternate education sector.
- Sound level of verbal and written communication skills, including participating in meeting processes, report writing, and negotiation skills.
- Intermediate experience with computer applications such as databases, word processing, spreadsheets, e-mail, and web technology is essential.
- Ability to work to deadlines, multi-task, prioritise the workload, work autonomously, and in an integrated manner as a member of a multi-disciplinary team.
- Current Queensland Driver's License.
- Current, valid Blue Card (or the ability to obtain).

Desirable:

- Current First Aid certificate or willing to obtain.
- Previous experience using TASS (or equivalent school-based database).

All applications for this position will be submitted to screening procedures as detailed in the Working with Children (Risk Management and Screening) legislation and the Education (Queensland College of Teachers) Act 2005. These checks are consistent with Edmund Rice Education Australia's commitment to the protection of children and young people in their care.

Physical Requirements: This position will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability. Some lifting of supplies and materials may be required from time to time, practicing safe manual handling. By applying for this position, you are acknowledging that you are able to undertake the inherent functions of the role.