



ROLE DESCRIPTION

Position Title	Education Support Officer: Office Administrator - Student Records
Reports to	Business Manager
Basis of Employment	Category C - Full Time (1.0FTE) Fixed Term
Date	December 2023
Approved by	College Principal

St Mary's College is a co-educational secondary school in the Edmund Rice tradition. It is expected that all staff will support and respect the mission of the College. This includes upholding the religious and spiritual values of the College, the pastoral and community values that drive all interactions with students and colleagues and St Mary's College priorities in teaching and learning. All staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitment to the safety and wellbeing of children and the EREA Touchstones. Within the expectation is the aspiration that St Mary's College is a fully inclusive school, valuing diversity, and respect for difference.

Primary Objective

The primary objective of this role is to provide reception, administration and first aid support to the College. The role requires undertaking a range of complex and often competing tasks, managing deadlines and schedules, responding to circumstances as they change, whilst at the same time, projecting a warm and welcoming spirit to students, colleagues and community members. Service excellence, flexibility and teamwork are essential requirements of the College and hallmarks of the staff who work in administration at St Mary's College.

General responsibilities of the role include, but are not limited to:

Faith Dimension

- Support the faith, religious dimensions and values of the Catholic Church and Edmund Rice Education Australia (EREA).
- Participate in St Mary's College community activities that uphold the objectives and traditions of EREA and the four EREA Touchstones: Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity.
- Attend College services, mass, assemblies, community, and faith days as required by the Deputy Principal.

Professional Conduct

- Be familiar with and comply with the College's policies including, but not limited to, the Child Safeguarding (Safety and Wellbeing) Policy, Child Safety Code of Conduct and the EREA Code of Conduct.
- Assist in the provision of a child-safe environment for students.
- Contribute to a healthy and safe work environment and compliance with all safe work policies and procedures.
- Demonstrate professional and collegiate relationships with colleagues.

- Represent the College in a positive and professional manner to students, parents, professional bodies, and the wider community.
- Deal with sensitive and confidential information in a professional manner.
- Adhere to the College's Professional Dress Code.

Professional Development

- Demonstrate a commitment to ongoing professional development.
- Be open to researching areas of interest relevant to directions provided in the College strategic plan.
- Continue to develop ICT skills as technologies evolve.
- Participate in the staff appraisal process.
- Attend College meetings, staff professional development and faith development sessions where appropriate.
- With the approval of the Business Manager, attend professional development courses and training days.

Specific responsibilities of the role include, but are not limited to:

Administration

- Provide administrative support to the College Registrar/Executive Assistant to the Principal throughout the student enrolment process.
- Set up and maintenance of student files and records on College database and enrolment systems.
- Liaising with parents to ensure all required student documentation is provided to the College in a timely manner.
- Contribute to the coordination and administration of the 'Talk and Tours' where necessary.
- Entering student academic information onto external systems, e.g. VASS, NAPLAN, etc.
- Applying the College's Privacy Policy and Australian Privacy Principles in ensuring measures are employed to maintain the strictest level of confidentiality.

Reception

Receptionist – Presentation Campus (*23 January 2024 – 30 September 2024 only*)

- Fielding enquiries via telephone, email and greeting visitors and students in person in a professional and welcoming manner.
- Provide first aid.
- Maintaining student attendance records in accordance with current procedures, including notifying parents/guardians of unexplained absences.

Reception Relief ongoing

- Provide Reception relief, including provision of first aid, as directed by the Business Manager.

General Duties

- General administration duties to assist in the operation of the College.

Selection Criteria

Essential:

- Openness to the ethos and values of the College and a willingness to demonstrate behaviour consistent with these values.
- Strong attention to detail.
- Excellent written and verbal communication skills.
- Strong interpersonal skills.
- Knowledge of the approaches to managing records and/or database management with accurate data entry skills.
- Strong time-management skills and an ability to organise and coordinate multiple concurrent projects.
- High level computer literacy and proficiency with office productivity tools and an aptitude for learning new software and systems.
- Flexible team player, willing to adapt to change and confidentially deal with challenges.

- Current first aid, asthma and anaphylaxis qualifications or a willingness to obtain these.
- Employee Working With Children Check.
- Police Check.

Desirable:

- Previous experience as an Administrator in a school setting.
- Relevant degree qualification and/or experience.
- Experience using Synergetic an advantage.

Other conditions

These commitments and expectations will be negotiated as appropriate in accordance with the CEMEA.