



# Position Description

<b>Position Title</b>	<b>Administration Support – Communications and Student Services</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Joseph's
<b>Location</b>	<i>Cobram</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Education Support Level 2 Category C
<b>FTE</b>	0.9 FTE
<b>Status</b>	Ongoing
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, sacramental and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### **Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

St. Joseph's Primary School is part of St. Joseph's Parish, Cobram in north-east Victoria. Our school has grown to a current population of over 300 students and 40 staff. The Mercy Sisters have left characteristics of hard work, community and dedicated family as strong features of our school.

St. Joseph's is a place where minds are inspired, characters are formed and the traditions and values of the past are the foundation for the future. While our school is rich in history and tradition, we provide a modern and dynamic school environment. St. Joseph's currently comprises of 16 permanent classrooms, a state-of-the-art auditorium, a music room, library and an administration building, housing staffroom and offices, as well a beautiful yard for the children to play in.

We recognise that students thrive when provided with excellent teaching staff, resources, facilities, and the support needed to set and reach goals. The school offers a broad, versatile curriculum to equip students for a rapidly changing world and one that helps prepare them for the next step on their life journey. Our aim is to offer an excellent academic program in modern comfortable facilities in an open, safe and spacious environment.

St. Joseph's offers a Catholic education for all.

## Position Summary

The role of Administration Support – Communications and Student Services is to provide general administrative and reception support for the school including communications and student services.

## Key Responsibilities

<b>Customer Service</b>	<ul style="list-style-type: none"><li>• Welcoming and attending to visitors, parents, staff and students in a respectful and positive manner.</li><li>• Provide friendly courteous customer service at all times.</li><li>• Answer and respond to telephone calls at front desk.</li><li>• Release daily roll.</li><li>• General customer service including relaying messages for students and staff promptly.</li><li>• Respond to any student, staff, or parent queries/messages and escalate any issues as required.</li></ul>
<b>Administration support to Principal</b>	<ul style="list-style-type: none"><li>• Assist Principal with administration, ad hoc projects, school initiatives and run errands as required.</li><li>• Organise calendar.</li><li>• General support for the Principal as required, including sending mail outs, restocking supplies and equipment.</li><li>• Triaging queries and requests for the Principal.</li><li>• Monitoring school mailboxes as directed, for example the "info@" mailbox.</li><li>• Compilation and distribution of Principal correspondence.</li></ul>

	<ul style="list-style-type: none"> <li>• Loading the annual report to the school website annually.</li> </ul>
<p><b>General Administration</b></p>	<ul style="list-style-type: none"> <li>• General administration tasks, including restocking of stationary, photocopying, laminating, binding (as requested).</li> <li>• Responsible for mail and parcel distribution and collection.</li> <li>• Update and maintain school appointments and calendars.</li> <li>• Provide support and assistance to staff and students as required.</li> <li>• Participate in and attend staff briefings as required.</li> <li>• Arrange for bus passes for students travelling on bus.</li> <li>• Support with uniform orders as required.</li> </ul>
<p><b>Student Services and Communications</b></p>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Compile and create communications and school correspondence as required.</li> <li>• Compile and distribute the School Newsletter (fortnightly) and distribute through relevant channels (email, school app, Facebook, website and hardcopy).</li> <li>• Send out “What’s on” weekly.</li> <li>• Send out “Daily announcements for extra activities”.</li> <li>• Maintain school facebook and website pages.</li> </ul> <p><b>Enrolments</b></p> <ul style="list-style-type: none"> <li>• Organise advertising and communication of information nights and other events that encourage the enrolment of new families (including social media advertising).</li> <li>• Organise enrolment packs.</li> <li>• Receive and process enrolment documents.</li> <li>• Responsible for record keeping of enrolment related information.</li> <li>• Provide back up support in the generation of school and student data files, particularly in relation to new students and student census.</li> <li>• Update class lists and student information as required.</li> <li>• Assist teaching staff with preparing for start of year. Eg. library bags for new students, etc.</li> </ul> <p><b>Student Absences</b></p> <ul style="list-style-type: none"> <li>• Manage student absences in SIMON, including releasing class rolls, recording student absences and following up on data recorded on SIMON.</li> <li>• Support in contacting parents and carers.</li> </ul> <p><b>Excursions</b></p> <p>Support with the following as required:</p> <ul style="list-style-type: none"> <li>• Ensure all paperwork for school camps and excursions are complete.</li> <li>• Make bookings including but not limited to transport.</li> <li>• Communicate with parents.</li> <li>• Set up consent forms for activities on SIMON and monitor responses.</li> <li>• Ensure medical information is kept up to date for students.</li> </ul>

<b>Emergency Response and First Aid</b>	<ul style="list-style-type: none"> <li>• Understand emergency procedures, school policies and legal requirements associated with providing a safe environment.</li> <li>• Assisting first aid as required.</li> <li>• Provide medications to students as required.</li> </ul>
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background

checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Certificate IV or above in Business or similar field.</li> <li>• Satisfactory national police record check.</li> <li>• First Aid Certificate.</li> <li>• Anaphylaxis Certificate.</li> <li>• A current unrestricted Australian Drivers Licence.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• 3-5 years' experience in general administration or reception.</li> <li>• Experience in databases and data entry.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Willing to undergo or provide a current and satisfactory working with children check.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills.</li> <li>• Excellent organisation and time management skills with proven ability to complete multiple tasks.</li> <li>• Ability to work both within a team as well as independently.</li> <li>• Ability to learn new databases quickly.</li> <li>• Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications.</li> <li>• Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion.</li> <li>• A personal approach which is highly motivated, self directed and friendly.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Experience using SIMON/PAM.</li> </ul>