



ADMINISTRATION ASSISTANT – LEARNING & TEACHING OPERATIONS

POSITION DESCRIPTION

Our Vision: Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. Our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The Administration Assistant – Learning & Teaching Operations will be administrative and community focused, with a broad understanding of all administration requirements across the College, fostering the Mercy values of Compassion, Justice, Respect, Hospitality, Courage and Service. The Administration Assistant – Learning & Teaching Operations will liaise with internal and external stakeholders in the areas of Learning and Teaching administration, collection and management of data and transition.

ESSENTIAL DUTIES & RESPONSIBILITIES

Customer Focus	<ul style="list-style-type: none">• Model excellent professional working relationships with students, parents and other professionals in the College.• Provide an excellent administrative service to all sections of the College community.• Contribute to the overall ethos/work/aims of the College.• Be flexible and adaptable in prioritising workload.• Attend to visitors or families who may be visiting the College and provide informed and friendly customer service to all.• Perform reception duties throughout the day as required, acting as first point of reference for incoming calls, both internal and external, and incoming email and post, directing and forwarding messages and mail as required.• Maintain Visitor Register software (currently 'passtab') and ensure all visitors and contractors can be identified by wearing clearly visible badges.• Provide support and assistance to school staff.
Communication	<ul style="list-style-type: none">• Assist with paperless methods of communication, via approved College communication tools.• Delivering messages to students and staff.
Administration	<ul style="list-style-type: none">• Creating and proof-reading College communication to parents, as provided by members of Catherine McAuley College (CMCB) positions of leadership.• Maintaining student records and filing relevant correspondence.• Provide administrative support to the Leadership team when requested.



<p>Learning & Teaching Team Support</p>	<p>General Administration</p> <ul style="list-style-type: none"> • College booklist administration. • Provide support to the Assistant Principal Learning and Teaching, Learning Leaders, and other members of college leadership. • NAPLAN and associated administration. • ACER and associated administration. • Student Led Interviews associated administration. • Print and collate Year 10 and 11 exams in June and November. • Administration requirements for subject selection. • Administration requirements for curriculum management and storage. • Administration requirements for the Assessment and Reporting calendar. • Administration and management of resources for Learning and Teaching college events. <p>Student Data Management</p> <ul style="list-style-type: none"> • Maintain high standards when managing confidential information, complying with the college's data protection policies and procedures and legislative requirements. • Ensure secure record management. • Collection and collation of student transition data. • Administration support for Nationally Consistent Collection of Data (NCCD) evidence collection and storage. • Management and communication of enrolment testing. • Support transition data entry as required. <p>Pastoral Care and Child Safety</p> <ul style="list-style-type: none"> • Be familiar with and comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety, including VRQA requirements; • Provide students with a child-safe environment and proactively monitor and support student wellbeing. <p>Accountability, Performance and Line Management</p> <ul style="list-style-type: none"> • Regularly review own practice, set personal targets and take responsibility for own personal development with support from the college. • Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager, respond to or adapt to change as required. • Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges. • Continue to learn and develop as a professional, completing inductions, attending relevant training to update knowledge and skills. • Appreciate, respect and support the role of other team members.
<p>Student Services</p>	<ul style="list-style-type: none"> • Issue late passes and uniform passes. Issue leave passes to students at the request of parents or carers. • Attend to students who are ill, issue sick passes, monitor students in Sick Bay and arrange collection by parents. • Monitor students accessing Time-in, contacting all relevant YLLs and Wellbeing Team members and documenting time of arrival, how student presented, etc. • Provide students with a child-safe environment and proactively monitor and support student wellbeing.



	<ul style="list-style-type: none"> Follow College student attendance procedures. Monitor student attendance daily, follow up with Leadership or families as required.
Nurture Culture	<ul style="list-style-type: none"> Understand and drive culture change; Be responsive to the complex, challenging and changing environment and the diverse nature of the College context; Be aware of and support the Mercy Code of Conduct to ensure equal opportunities for all, regardless of race, sex, age or background; Draw on the knowledge and skills of staff members to support change.
Professional Development	<ul style="list-style-type: none"> Be open to researching areas of interest relevant to directions provided in the school's strategic plan. Continue development of ICT skills as technologies evolve. Participate in the staff appraisal process. Be an active member of a relevant professional association as duties permit. Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator.
General and Administrative Duties	<ul style="list-style-type: none"> Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. Maintain currency mandatory reporting and anaphylaxis training. Demonstrate duty of care to students in relation to the physical and mental wellbeing. Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. Demonstrate professional and collegiate relationships with colleagues.

KEY SELECTION CRITERIA

Qualifications and Experience	<p>Essential:</p> <ul style="list-style-type: none"> High level competency with Microsoft Office products, in particular Excel, and database software. High level competency with Google applications. Service orientated, responsible with the ability to work under minimum supervision. Excellent communication skills, self-motivation with a commitment to working in a team. Document management, including printing, photocopying, filing, binding and archiving. Strong time management skills and the ability to schedule and organise competing demands. A passion for education, helping others whilst maintaining integrity and confidentiality. Highly presentable with a professional manner. Well-developed organisational skills, including the ability to work to deadlines and the ability to plan for short-term and longer-term strategic outcomes.
	<p>Desirable Other:</p> <ul style="list-style-type: none"> Relevant post-graduate studies (or working towards such qualifications) Membership of a relevant professional body
Skills and Attributes	<ul style="list-style-type: none"> Demonstrate professional and collegiate relationships with colleagues. Personal sense of initiative, innovation, and enthusiasm. Outstanding communication and interpersonal skills to build relationships with key stakeholders such as children, parents and the school community. Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions.



	<ul style="list-style-type: none"> • Ability and willingness to accept policy directives. • Ability to manage complex tasks with minimal supervision • Ability to develop and maintain strong working relationships with key stakeholders • Capacity to work to tight time lines • Proven capacity to work independently • Sound organisational skills including strong attention to detail • Proven time-management skills
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College Bendigo and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	Assistant Principal Learning and Teaching, Principal and Executive of College Administration
Conditions	<p>Conditions are in accordance with the Catholic Education Multi Enterprise Agreement (CEMEA) 2022.</p> <p>This is a full time position.</p>
Review and Appraisal	<p>As an employee of Mercy Education Limited this appointment will comply with the contract of employment.</p> <p>The incumbent is subject to the College's Annual Review Policy.</p>
Professional Development	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.