



# Position Description

<b>Position Title</b>	School Reception and Administration Officer
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Marian College
<b>Location</b>	Myrtleford
<b>Enterprise Agreement</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Remuneration</b>	Commensurate with qualifications and experience
<b>Time Fraction</b>	Full Time
<b>Status</b>	Ongoing
<b>Reports to</b>	Business Manager

## 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 Northwest 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 acts as Chief Executive Officer for the Board of CES Ltd and within its delegated schedule for the organisational, administrative, support and service matters related to Catholic schools within the Diocese.

The Executive Director of Catholic Education Sandhurst 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, 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

Marian College is a co-educational Year 7-12 Catholic Secondary College located in Myrtleford. The College serves the Ovens and Alpine regions of Northeast Victoria and surrounding areas. Marian College provides excellent learning opportunities for students in years 7-12 with a focus on contemporary teaching practice and student engagement meeting the needs of a range of learners with diverse educational pathways.

## Position Summary

The School Reception and Administrator ensures a warm and professional welcome upon entry to the College to all members of the school and wider community. The administrator collaborates with the Principal, Business Manager, Deputy Principals and other office personnel to ensure the smooth and compliant function of the College, providing support for staff, students and families.

## Key Responsibilities

<b>Key Roles</b>	<ul style="list-style-type: none"><li>• Provide support taking instruction from the Business Manager, Principal and Deputy Principals.</li><li>• Maintain professional, compliant, respectful and confidential conduct at all times.</li><li>• Collaborate with other office administrators to maintain efficient operation of reception</li><li>• Perform a variety of school administrative responsibilities</li><li>• Accurately input and maintain electronic data using a variety of software platforms.</li><li>• Participate in meetings and collaborate with other office administrators to meet the administrative needs of the College</li></ul>
<b>Specific Responsibilities</b>	<ul style="list-style-type: none"><li>• First point of contact for students, families and members of the wider community by phone, email and in person</li><li>• Liaison point for Myrtleford P-12 staff and students</li><li>• Provision of general sick bay and first aid assistance and monitoring</li><li>• Student administration and family communication including enquiries, enrolments, absence recording/follow up, and record maintenance.</li><li>• School administration and follow up including, events, room bookings, Camps Sport and Excursion Funds, census, conveyance, compliance and maintaining records, registers &amp; calendars.</li><li>• Education Myrtleford Performing Arts Centre bookings and reporting</li><li>• Receipting &amp; Banking</li></ul>

	<ul style="list-style-type: none"> <li>• Visitors check in/out and credential checks</li> <li>• General office tasks including formatting and distributing correspondence (mail-outs, bulk emails, messages &amp; notices), photocopier assistance, maintaining stationery &amp; supplies, copying, binding, laminating, scanning and electronic filing.</li> <li>• Other support tasks or duties as directed by the Principal, Deputy Principals or Business Manager that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role</li> </ul>
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## 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.
- Employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

### **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>Qualifications, Skills or Experience</b>	<ul style="list-style-type: none"> <li>• Criminal Records Check</li> <li>• Working With Children Check</li> <li>• Experience in the use of ICT including data input, and electronic filing</li> <li>• Use of various computer software programs to perform administrative duties eg: Microsoft Office Suite, Papercut, SIMON, ICON eSIS &amp; eFIN, TeamApp &amp; PolicyConnect</li> <li>• Reception, administration or customer service</li> <li>• First Aid Certificate or willingness to train</li> </ul>
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Commitment to Catholic education 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>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work independently and as part of a team</li> <li>• Demonstrated organisational skills and attention to detail</li> <li>• Ability to meet deadlines, prioritise workflow and operate efficiently</li> <li>• Willingness to learn and embrace change</li> <li>• Commitment to maintain qualifications</li> <li>• Enjoys balancing demands of a busy workplace</li> </ul>