



# Position Description

<b>Position Title</b>	Administration Officer
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Doxa School Bendigo
<b>Location</b>	<i>Bendigo</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	Education Support Officer Level 2
<b>Remuneration</b>	\$58,321 - \$74,690 (excluding superannuation) ( <b><i>pro rata</i></b> )
<b>FTE</b>	0.8
<b>Status</b>	Fixed Term (26/6/23- 15/9/23) Leave replacement
<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 Chief Executive Officer 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 Chief Executive Officer 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**

Doxa School Bendigo is a Catholic Secondary Flexible Learning Setting aiming to engage vulnerable and disconnected young people into an education that is tailored to meet their specific needs.

Doxa School Bendigo is a Child Safe community that is committed to providing an environment that is true to our school wide expectations: being Safe, Kind and Curious.

Doxa School provides excellent learning opportunities by building quality relationships with the school and wider community. A student- centred approach is theoretically underpinned by the schools’ key pillars of practice: Catholic Identity, Choice Theory, Trauma Sensitive Practice and Social Emotional learning.

**Position Summary**

The Administration Officer at Doxa School Bendigo has a diverse role that involves managing a wide variety of clerical and administrative tasks that support the Principal, Staff, Students and Families of the Doxa School Community.

The Administration Officer is often the first point of contact that any member of the school or outside community experiences and works with all staff providing administrative support.

Along with general tasks required to support the day to day operation of the school there are also tasks related to OH&S, Enrolment, Ordering, Communication, Student and Parent support, Volunteers, and Calendar management.

**Key Responsibilities**

<b>General Tasks</b>	<ul style="list-style-type: none"> <li>• Reception of students, families, visitors.</li> <li>• check ins of all visitors and volunteers via Passtab, including collection of required documentation (ie- WWC) and quickpin etc.</li> <li>• Answer and respond to school phone and mobile phone.</li> <li>• Monitor messenger.</li> <li>• Manage phone messages and send to staff or students in a timely manner.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Manage student attendance data on SIMON system; including roll marking, notifying families of absence, printing reports as requested.</li> <li>● Collect, distribute and post mail.</li> </ul>
<p><b>Enrolment</b></p>	<ul style="list-style-type: none"> <li>● <b>Manage general enquiries</b> on enrolment; including; <ul style="list-style-type: none"> <li>– information on the application process</li> <li>– booking tours</li> <li>– and emailing further information.</li> </ul> </li> <li>● <b>Organise Enrolment procedures;</b> including; <ul style="list-style-type: none"> <li>– coordinating of enrolment dates and adding to calendars</li> <li>– liaise with schools re: enrolment processes</li> <li>– maintaining of contact database</li> <li>– Sending out of application to database contacts,</li> <li>– Managing enrolment email</li> </ul> </li> <li>● <b>Organise Enrolment interviews;</b> including <ul style="list-style-type: none"> <li>– Booking of enrolment interviews</li> <li>– Collate paperwork for interviews</li> <li>– Maintain enrolment records i.e. storage</li> </ul> </li> <li>● <b>Manage enrolment records;</b> including <ul style="list-style-type: none"> <li>– oversee family completion of documentation</li> <li>– Input enrolment information onto SAS and SIMON</li> <li>– Maintain enrolment records</li> <li>– Assist principal with Census</li> </ul> </li> </ul>
<p><b>OH&amp;S</b></p>	<ul style="list-style-type: none"> <li>● Support principal with OH&amp;S; including</li> <li>● Maintaining of OHS register</li> <li>● Coordinating of repair works</li> <li>● Manage and maintain MSDS files</li> <li>● Manage and maintain Essential Services Logbook</li> <li>● Manage and maintain compliance requirements of school vehicles</li> <li>● Manage and maintain First Aid materials and equipment</li> <li>● Maintain Programmed schedule</li> <li>● Organise and meet with PM rep</li> <li>● Organise staff First Aid and Anaphylaxis training</li> <li>● Organise and maintain student medical information, including Anaphylaxis and Asthma registers</li> </ul>

	<ul style="list-style-type: none"> <li>• Organise Security equipment checks</li> <li>• Organise Lock servicing</li> <li>• Organise Air-conditioning servicing</li> <li>• Organise Fire Services maintenance</li> <li>• Organise Emergency Lighting maintenance</li> <li>• Organise Vehicle servicing</li> <li>• Manage basic cleaning materials for staff and student kitchen</li> </ul>
<b>Meetings &amp; Calendar</b>	<ul style="list-style-type: none"> <li>• Organise student appointments</li> <li>• Organise ILP meetings</li> <li>• Manage staff calendar</li> <li>• Manage the Principal's calendar</li> <li>• Manage parent Insight SRC surveys</li> </ul>
<b>Ordering</b>	<ul style="list-style-type: none"> <li>• Stationary ordering and management for office and classrooms</li> <li>• Organise awards, presentations and gifts for guests as Required</li> <li>• Organise and manage any printing needs</li> <li>• Order furniture and equipment for principal and staff</li> </ul>
<b>Communication &amp; Other</b>	<ul style="list-style-type: none"> <li>• Coordinate items for publication- print, publish and email</li> <li>• Manage School social media</li> <li>• Manage letters to families Camps/Excursions etc</li> <li>• Assist with the organisation of any school celebrations</li> <li>• Support the Principal with any administrative tasks</li> <li>• Support all other staff with any administrative tasks</li> <li>• Attend Staff Meetings and Administration Team Meetings</li> </ul>
<b>Child Safe</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school's Child Safe policy and Code of Conduct, and any other policies or procedures relating to child safety</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>

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.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CES Ltd. Depending on the role some 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>Essential</b>	<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>● Relevant experience in related workplace or industry.</li> <li>● Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>● Demonstrated 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>Knowledge, Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● ensure a child-safe environment for students.</li> <li>● manage and prioritise a variety of secretarial, administrative, and office management tasks.</li> <li>● exceed expectations with a consistently exceptional level of customer service and unwavering professionalism.</li> <li>● Maintain strict confidentiality and to exercise discretion and sound judgement.</li> <li>● provide a courteous and professional welcome to visitors at the reception area and respond to inquiries promptly.</li> <li>● Capacity for intercultural understanding and communication.</li> <li>● process student absences and morning attendance procedures.</li> <li>● Use a level of technology appropriate to the position and/or a willingness to learn other position specific software and highly developed attention to detail.</li> <li>● Excellent written, oral communication and interpersonal skills including empathy, good listening skills and the ability to negotiate and liaise with parents/guardians, staff and students.</li> <li>● Ability to work both independently as well as collaboratively, within a busy environment.</li> <li>● A willingness to undertake professional development.</li> </ul>

	<b>Desirable</b>	<ul style="list-style-type: none"><li>• Relevant certificate level qualification desirable.</li><li>• Experience in the education sector.</li></ul>
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