Administration Assistant
(PA)

2 days per week (0.4)

Position Description

Administrative staff are employed to relieve many of the administrative tasks from the Principal, enabling the Principal to attend to the educational aspects of leadership in the school. Such personnel will work from the Administration Office, currently located at Wantirna South so that they are able to greet and intercept all visitors to the school and be readily accessible to the Principal. All administrative staff will provide a professional, welcoming environment and be supportive of the Catholic ethos and school Vision Statement. The Administration Assistant (PA) is directly responsible to the Principal.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary's College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of the safety and wellbeing of our students.

- All staff must comply with the St Mary's College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

The duties and responsibilities of the Administration Assistant (PA):

Secretarial (PA to the Principal)

- Provide assistance to the Principal including the management of meetings and communication with our partner schools.
- Provide a range of administrative support functions for the College Leadership Team.
- Prepare correspondence and documentation as requested by the Principal.
- Prepare documentation and provide support to the School Advisory Council.
- Attend and take Minutes at School Advisory Council meetings.
- Maintain College policy schedule and update as required.
- Actively participate in College reviews.

Administration Office

- Perform reception duties, including answering phone, responding to email enquiries and screening of visitors to the school.
- Manage administration and Principal archives.
- Oversee the maintenance and engagement of contractors of the Wantirna South building.
- Assist in implementing and reviewing the Emergency Management Plan for the Wantirna South site.

General
- Work closely with the Administration Officer (Registrar/HR) and Finance Officer in providing efficient administration functions.

Personal Characteristics:

- Outstanding administration, organisation and time management skills.
- Excellent verbal and written communication skills.
- Able to handle challenging situations in a sensitive and highly confidential manner.
- Show initiative and be solution orientated.
- Well-developed people management skills with positive interpersonal skills.
- Exercises ownership and concern for quality of work reflected by accuracy and attention to detail.

Selection Criteria:

SC1   Sound administrative and computing skills including preparation and accurate formatting of correspondence, agendas, reports and use of Microsoft or Google applications.

SC2   Demonstrated capacity to initiate and develop procedures and guidelines.

SC3   Demonstrated high level oral and written communication skills and the capacity to communicate effectively with members of the community including students, parents, and key personnel from other schools.

SC4   Demonstrated high level organisation skills and the capacity to prioritise work flows.

SC5   Demonstrated capacity to provide advice and support to leadership in respect to the work area.

SC6   Experience and skills in digital record systems and platforms such as Synergetic or ICON is preferable.

Salary and conditions

The Administration Assistant (PA) is an Education Support Employee Category B Level 2 - 3 in line with the Catholic Education Multi Enterprise Agreement 2022.

Packaging (tax free) up to $15,900 per annum of salary to rent, mortgage or credit card available to staff.

Qualification and Requirements

- Qualifications in administration or information technology studies.
- Be a suitable person to engage in child-connected work.
- Working with Children's Check (WWCC) and subject to National Police Record Check.

Application Procedures

Applications should be emailed to **principal@smdeaf.vic.edu.au** and should include:

- an introductory letter including a brief response outlining the extent to which you meet each of the criteria and pointing to evidence that you will be able to fulfil the role.
- certified copies of qualifications, as required.
- copy of current WWCC.
- At least two professionals to be listed as your referees.

Applications close: 26th November 2023