

Administration Assistant



LORETO
COLLEGE

www.loreto.sa.edu.au

Position	Administration Assistant
Terms	Permanent part-time – 37.5 hours per week 42 weeks per year
Commencement Date	23 January 2023
Classification	Education Support Officer Administration Stream Grade 4 Year 1
Responsible to:	Executive Director: HR, Risk and Compliance

Loreto Mission

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Administration Assistant provides administrative support for the College. The role is responsible for providing a broad range of high-quality administrative support in order to meet the needs of the College. Each day is varied and busy, requiring the ability to prioritise responsibilities and manage a range of different activities to ensure the needs of our students and their families are met.

The Administration Assistant will require excellent organisational and interpersonal skills, attention to detail and the ability to liaise with a broad range of the College community.

Key Accountabilities	Responsibilities and Expectations
<p>Working effectively</p>	<ul style="list-style-type: none"> • performing a range of administrative tasks and functions that assist in the coordination of daily routines, as appropriate; • in conjunction with the Curriculum Assistant, completing and distributing correspondence to parents; • ensuring all staff, contractors, visitors and volunteer parents are cleared with their Working with Children Checks; • maintaining the Police Register to ensure compliance with police screening requirements; • providing all volunteers, sport coaches and visitors to the College with the Volunteer Package; • ensuring all volunteer requirements are being met to ensure compliance with attending at the College; • assisting the Assistant Principal: Wellbeing and Engagement in the creation and maintenance of the College calendar; • assisting with any administrative areas of the College, including student camps, co-curricular activities, sporting activities and music; • preparing and monitoring certificates and scripts for Merit award ceremonies across Years 5 -12; • preparing and monitoring certificates for assemblies and other activities and events; • providing administrative and operational assistance (including relief for Reception) across the College to meet functional requirements; • engaging in professional development opportunities or associations in relevant areas which are external to the College; • taking responsibility for achieving challenging personal professional goals; • developing and sustaining a positive image and profile within the Loreto community;

Mission and Ethos

- knowing, accepting, embodying, and developing the Loreto mission and values;
- having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;
- fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;
- role modelling Christian values in all dealings with students, staff and parents;
- maintaining confidentiality at all times and demonstrating high professional standards within the College and community;
- providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;
- supporting and upholding the College's policies and procedures and the Child Safety Code of Conduct;
- undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;

Person Specification

Knowledge and Skills Required

- Outstanding administration, organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines
- Excellent interpersonal skills, including the ability to listen and communicate effectively
- Excellent communication skills, both verbal and written, that can be used effectively with staff, parents, students and members of the public
- Calm, professional, positive demeanour at all times, especially when under pressure
- Ability to gather and process information quickly
- High attention to detail
- Ability to work be self-motivated and proactive and also be an active and supportive contributor in a team environment

Essential Skills

- Demonstrated high level computer and document management skills, especially with the Microsoft suite of applications (Word, Excel, PowerPoint and Outlook)
- Highly developed keyboard skills and ability to format and present information accurately, quickly and logically

Qualifications

- Certificate III or IV in Office Administration or relevant qualification.

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review discussion is undertaken annually with your line manager to provide feedback for development and growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

November 2022

Applications

Applications for the position of Administration Assistant should be addressed to:

Dr Nicole Archard
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Certificate III or IV in Office Administration or relevant qualification.
- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Abuse and Neglect certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.
- Employment and commencement are subject to the provision of evidence of full vaccination or up to date vaccination against COVID-19 or the provision of a medical exemption/medical contraindication to vaccination outlined in formal clinical advice from the Australian Department of Health to the vaccine providers based on advice from the Therapeutic Goods Administration (TGA) and Australian Technical Advisory Group on Immunisation (ATAGI).

Included with your application

Please provide the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date

Applications close at 9.00 am on Friday, 25 November 2022