

Early Learning Centre Administration Officer



**LORETO
COLLEGE**

Marryatville, South Australia

www.loreto.sa.edu.au

Role:	Early Learning Centre Administration Officer
Terms:	Permanent full-time – 37.5 hours per week/52 weeks per year
Commencement Date:	As soon as possible
Classification:	Education Support Officer Administration Stream Grade 3 Year 1
Responsible to:	Director of ELC

About Loreto

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 ELC Administration Officer assists the Director of ELC with all administrative work associated with the smooth and efficient running of the Early Learning Centre. The ELC Administration Officer is responsible for a wide range of administrative tasks and will be a key point of contact for families, staff and external organisations. The ELC Administration Officer will help ensure that records are up to date, processes are efficient and communication is professional and well-managed.

Working Effectively

- Provide administrative support to the Director of ELC in relation to the Early Learning Centre.
- Establish and maintain a welcoming, respectful and professional atmosphere in the ELC Reception area.
- Answer and respond to phone calls, emails and enquiries with a high level of professionalism.
- Ensure the accurate input of data into College database systems.
- Maintain confidentiality of ELC records and administrative information.
- Provide support with preparation and distribution of all Early Learning Centre communication.
- Assist with event coordination and communication with families.
- Liaise with enrolments to organise new family orientation and transition meetings.
- Work in collaboration with Director of ELC and room staff to maintain student medical information, medications and management plans.
- Liaise with Allied Health providers, Government Bodies and other external stakeholders as required.
- Liaise with contractors, property maintenance and catering staff as required.
- Create purchase orders and order supplies in line with the Director of ELC and budget.
- Adhere to all ELC and College policies and procedures and support the ELC Quality Improvement Plan.
- Engage in reflective reviews with the Director of ELC.

Mission, Ethos, and Professional Conduct

- Embody and promote the Loreto mission, values and the charism of Mary Ward in all aspects of College life.
- Actively support the Catholic ethos through participation in prayer, retreats, social justice initiatives, and service activities.
- Model Christian values of integrity, respect, and compassion in all interactions with students, staff, and families.
- Maintain confidentiality and uphold the highest professional standards within the College and wider community.
- Manage information and communication responsibly, in accordance with College policies including Privacy and Responsible Use of Technology.
- Publicly support and uphold the College's policies, strategic plans, and professional standards, including the Safeguarding Children and Young People Code of Conduct.
- Undertake any other duties as directed by the Principal.

Person Specification – Essential Criteria

Knowledge and Skills Required

- Demonstrated strong administrative skills
- Demonstrated time management and organisational skills

Personal Qualities

- Superior interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment

Essential Qualifications

- Formal qualifications in office administration, or be recognized as having equivalent competency
- Proficient in Microsoft suite of software
- Previous experience in an administrative role, preferably in an Early Learning Centre setting

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 is undertaken with your line manager to provide feedback and discussion for professional growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

December 2025

Applications

Applications for the position of permanent full-time ELC Administration Officer should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- All applicants will be required to attain a Working with Children Check and maintain police clearance to work in Catholic Education SA, approved Responding to Risk of Harm, Abuse and Neglect – Education and Care training and First Aid training. Please attach any relevant certificates to your application

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details (including email address) 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 Tuesday, 13 January 2026