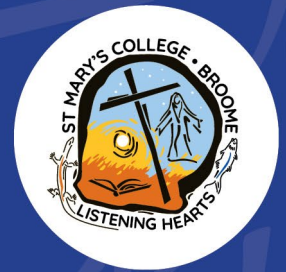


# Position Description & Duty Statement

Administration Officer



POSITION TITLE:	Administration Officer		
EMPLOYMENT TYPE:	Part-time	REPORTS TO:	Business Manager
CLASSIFICATION:	Administration and Technical Officer		
DATE LAST REVIEWED:	March 2025	APPROVED BY:	Principal, St Mary's College
ACCREDITATION LEVEL:	Accreditation to Work in Catholic Education (Schools)		

## Our Mission

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual, and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

## Our Core Values

### Courage

Upholding the Catholic faith and all Christian values and being true to ourselves.

### Love

Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.

### Empathy

Listening, understanding, and communicating with others in the spirit of our college Motto – Listening Hearts.

### Acceptance

Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.

### Resilience

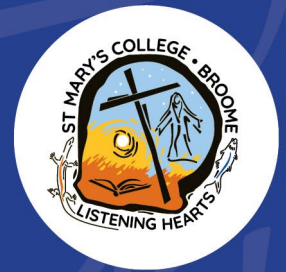
Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

## Our Motto - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

# Position Description & Duty Statement

## Administration Officer



## Purpose of Position

Working under the general direction of the Principal through the Business Manager the Administration Officer will be supportive of the values and mission of St Mary's College and support our motto of Listening Hearts within our school community.

The Administration Officer plays a significant role in supporting the Business Manager to ensure accuracy, timeliness and efficient of operations, processing and monitoring of administration and clerical tasks to support the College Leadership Team. Specific areas of responsibility include student attendance, support with sick bay, daily student services, enrolment processes and student data management.

## Core Duties and Responsibilities

### Catholic Identity:

- Support the College in maintaining the Catholic ethos of the College and act in a manner that is supportive of the teachings of the Catholic Church, including participation in events and activities throughout the school year
- Wholeheartedly embrace the culture and vision of the College

### Education:

- Show initiative, work independently and contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Participate in school based decision making groups.
- Attend meetings and/or professional development as required by the Principal or delegate
- Demonstrate competent use of information technologies
- Maintain knowledge, through ongoing learning, of the Administration of Schools platform

### Community:

- Undertake duties of the school office including, assist with providing informed and friendly customer service to all students and caregivers.
- Responsible for answering phones, attending to visitors, helping with enquiries from students, staff and parents and direct those to appropriate personnel if necessary.
- Accept delivery items. Notify item recipients to organise collection.
- Maintain the office/reception area at an optimum level.
- Basic maintenance to office equipment. Contact technicians if required.
- Ensure students arrive ready to learn, assist with breakfast, uniforms etc.
- Assist with setting up for staff morning teas, other catering and celebrations.

### Stewardship:

- Receive and receipt cash, EFTPOS and cheque payments at the front counter and process in the accounting system.
- Organise to have petty cash, special project money (e.g. project compassion) from classrooms, process and balance to give to the Business Manager. Other duties as required by the Business Manager or Principal
- Provide administrative and organizational support to the Deputy & Assistant Principals.
- Assist with typing, photocopying and preparing documents as required by Leadership Team.
- Order stationary & fill administration office equipment each day.
- Check the supply of toners and notify IT staff.
- Update of staff telephone directories and internal extensions.
- Maintain and update the College Calendar, as applicable.
- Responsible for incoming and outgoing mail daily including electronic mail.
- File all reports & other student information
- Prepare merit award & excellence certificates and notify families of awards.
- Stock consumables in staff room
- Liaise with members of the College Leadership team to make necessary appointments for enrolment applications
- Assist parents/carers with completing enrolment forms.

# Position Description & Duty Statement

## Administration Officer



- Process student transfers – exits and entries.
- Maintain class lists, parent contact point and other student related information including custody and separation arrangements, medical alerts and records for easy access by staff
- Assist in uniform shop as required to ensure students acquire necessary uniforms.
- Enter new students and families and maintain the data on AoS & SEQTA in liaison with the Deputy/Assistant Principal.
- Update student medical records and alerts and notify appropriate staff.
- Responsible for all students filing and archiving.
- Contact appropriate staff to attend to or provide first aid and assist sick children.
- Notify parents/guardians of sick or injured students.
- Record students' movements.
- Provide administration support to the Business Manager as required

### Competencies:

- Good verbal and written communication skills and ability to communicate effectively with other people and follow written instructions.
- Be fully supportive of the objectives and ethos of Catholic Education
- Demonstrated experience of working effectively within teams to achieve objectives
- Sound written, verbal and interpersonal communication skills with the ability to liaise effectively with individuals at all levels.
- Sound organisational skills, including the ability to use initiative and work independently or as part of a team.
- Authentically nurtures positive and respectful relationships with students, staff and families.
- Demonstrated ability to work independently, to prioritise work, take initiative and meet deadlines
- Well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets, word processing and experience using an electronic records management system, specifically experience using Microsoft Office 365 applications

### Qualifications Required:

- Current Working with Children Check WA.
- Current Nationally Coordinated Criminal History Check

### Qualifications Desirable:

- Certificate or Diploma in Business Administration would be desirable, but not essential
- HLTAID011 Provide First Aid desirable, but not essential

### Experience Required:

- Experience in similar role, essential
- Experience in a school environment would be an advantage, but is not essential
- Experience using Administration of Schools (AoS) platform would be an advantage, but is not essential

### Child Safe Framework

St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

### Code of Conduct

All staff at St Mary's College must adhere to the College Code of Conduct at all times (please see Staff Code of Conduct).

### Workplace Health & Safety

It is every employee's responsibility to:

- promote a safe and healthy working environment that complies with WHS requirements.
- take a shared responsibility to ensure the safety and well-being of self and others.
- utilise all protective equipment provided and as instructed.
- work in a safe manner while exercising due care and caution.