



SACRED HEART GIRLS' COLLEGE

ADMINISTRATION ASSISTANT BUSINESS OPERATIONS

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The Administration Assistant Business Operations is responsible for providing Personal Assistant and administrative support to the Director of Business Operations. The Administration Assistant Business Operations will also support the Deputy Principal Staff. This pivotal role will require excellent communication skills, ability to coordinate administrative activities and the ability to contribute to the overall success of the College.

The Administration Assistant Business Operations will take an integrated and collaborative approach to building and strengthening safe and respectful school communities which are child safe and will actively support the vision and values articulated in the College Mission Statement.

KEY RESPONSIBILITIES

Administrative Support

- Assist the Director of Business Operations in organising and prioritising daily tasks to ensure smooth running of day-to-day operational activities
- Provide personal assistance and administrative support to the Director of Business Operations including arranging meetings, conferences, events, handling correspondence, reports, screening calls and emails, filing and photocopying
- Provide administrative support for key projects
- Prepare and distribute agendas and minutes of formal meetings as well as attend and take minutes
- Maintain and update databases such as risk register.

Compliance Support

- Manage record keeping of Compliance relating to Student Health and Wellbeing including but not limited to:
 - Child Safety
 - Asthma and Anaphylaxis
 - First Aid (Staff)

Communication and Stakeholder Engagement

- Assist in preparing and distributing communications to staff, parents, and external stakeholders
- Help manage contractor and vendor relationships
- Collaborate with other departments to ensure effective communication and information sharing
- Provide a professional and courteous point of contact for internal and external inquiries.

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Qualifications and Experience

- High school diploma or equivalent
- One to two years' experience in an administrative role
- Certificate in office administration or related field is preferred

Skills

- Discretion and confidentiality in dealing with sensitive information
- Ability to work independently and as part of a team
- Possessing strong communication skills, both verbal and written
- The ability to multitask and prioritize effectively
- Proficiency in using office productivity software (e.g., Microsoft Office Suite, Teams, etc.)
- Detail-orientated with a high level of accuracy in handling data and documentation
- Excellent typing skills – speed and accuracy
- Flexible and able to adapt to changes in the workplace
- Possess a positive attitude
- Demonstrate a willingness to learn

Variation to Role

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reporting Relationships

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| Reports to | Director Business Operations |
| Internal Liaisons | Deputy Principal Staff, College Leadership Team, Office Administration Team, staff |
| External Liaisons | Relevant organisations and authorities |
| Conditions | Salary is according to Victorian Catholic Education Multi Enterprise Agreement 2022 as changed from time to time. Position will be paid as an Educational Support Officer. Exact salary will be negotiated with successful applicant according to qualifications and experience. Part time - 0.5 FTE |
| Appointment Time | Ongoing |