



SACRED HEART GIRLS' COLLEGE
Sempre Superne Nitens - always striving upwards

ADMINISTRATION OFFICER

We are a Catholic faith community enriched by the RNDM 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 nurturing 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 the school, local and global communities.

To be successful as the Administration Officer, you will be professional, polite, attentive and accurate. You will always be prepared and responsive, willing to meet each challenge directly. You must be comfortable with I.T., general office tasks, and excel at both verbal and written communication. Most importantly, the Administration Officer is an individual who has a genuine desire to meet the needs of others through their own work.

The Administration Officer must be an excellent multi-tasker with outstanding communication skills and an upbeat attitude. They should be able to assist by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail and generally being a helpful and positive presence in the workplace.

QUALIFICATIONS, SKILLS & EXPERIENCE

Qualifications

- Certificate III or Certificate IV in Business Administration (highly regarded)
- Victorian Certificate of Education or equivalent
- First Aid (incorporating CPR, asthma and anaphylaxis).

Experience

- Experience working in a fast paced office environment
- School Office experience (highly regarded).

Skills

- Excellent presentation and interpersonal skills
- Professional level verbal and written (including proofreading) skills
- Ability to prioritise, complete tasks to an excellent standard and meet deadlines in a fast-paced, quickly changing environment
- Proactive approach to problem-solving with strong decision-making skills
- Contribute to a positive working environment and culture
- Ability to maintain positive relationships while managing conflicting workload
- Proactive in anticipating the needs of others in order to ensure their seamless and positive experience
- Excellent data entry skills

- Excellent IT Skills including the following:
 - In-depth understanding of, and ability to use, MS Office suite, especially Word, Excel Power Point and Outlook
 - Ability to effectively manage electronic diaries and calendars (Outlook)
 - Experience using digital learning platforms (especially SIMON) and school management platforms (especially Synergetic) or an ability to quickly learn such platforms
 - Experience in digital file management (both network and cloud based).

RESPONSIBILITIES

The Administration Assistant through their presence and work provide students with a child-safe environment and are familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. They will maintain a clean and safe workspace and abide by the workplace health and safety policies and procedures of the College.

Business Operations

Provide administrative support to the Leader of Business Operations. This will include but will not be limited to:

- Census preparation and submission
- Data base entry and management
- Prepare correspondence
- Update relevant policies and documents.

Community Relations and Engagement

Provide administrative support to the Community Relations and Engagement Office. This will include but will not be limited to:

- Prospectus Packs
- Catering assist for special events such as Open Mornings

Transition Co-ordination

Provide administrative support to the Leader of Business Operations. This will include but will not be limited to:

- Support Transition Co-ordinator with data and information packs for school visits
- Prepare transition forms for future Year 7 students
- Provide administration assistance relating to transition events such as parent information night, transition interviews and orientation day.

Human Resources

- Update Staff Handbook
- Manage Staff pigeonhole allocation
- Work with Deputy Principal - Staff in allocation of staff places in the Staff Study area.

College Correspondence

- All aspects of Operoo:
 - processing correspondence
 - maintaining Operoo data base
- Assist with other correspondence as requested.

Photocopying

- General photocopying
- Photocopy exams, mass booklets, whole school mail outs and other items as requested
- Binding of materials as required
- Ensure office photocopiers are regularly serviced and well maintained
- Ensure supplies such as toner, staples and paper are maintained and supplied to staffroom and general office photocopiers – order as required
- Maintain a clean and tidy photocopy area in-line with exemplary OH&S practice.

Student Files

- File student information to maintain currency
- Ensure files are maintained and audited at the end of each term
- Assist with Archiving of student files.

College Reception

- 4.00pm – 4.30pm each day and at other times as required.

General Administrative Duties

- Manage all aspects of office stationery requirements
- Distribution of messages and mail to staff pigeonholes
- Distribution of mail outs.

As a member of the Administrative Support Team, the Administration Officer is expected **to provide support for the following duties:**

- Assist with sick bay as required
- Assist with Catering as required.

Professional Practice

- Attend training programs
- Attend staff meetings as required
- Participate in annual performance reviews.

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.

Reports to	Office Leader, Director Business Operations
Internal Liaisons	Leadership Team, College administration, Transition Coordinator, College Registrar, staff, parents and students
Conditions	Education Support Officer - Category C (Level dependent on qualifications and experience) Full time (8.30am – 4.30pm)
Appointment Time	Ongoing