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## Administration Officer – Fixed Term

Simonds Catholic College is a Catholic school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine.

This role description is written in light of the Mission and Vision Statements of the College. Our Vision is to develop confident, well-rounded young men who have hope for their future. The College is characterised by a strong set of values that underpin the way we live and work. We enact the College's values being Catholic Beliefs and Teachings, Inclusivity, Pastoral Programs, Fully Committed Teachers, Respectful Behaviour and Motivated Students.

### Commitment to Ethos and Values

All staff in Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.

### Simonds Catholic College is a Child Safe School

Simonds Catholic College holds the care, the safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

## **Overview:**

The Administration Officer has a key role to play in the good organisation and management of the College. The person has an empathy with the Catholic ethos of the College and actively supports and gives leadership in this area.

## **Attributes & Competencies:**

The Administration Officer is expected to exhibit the following qualities and competencies:

- A lively, multiskilled and practical team person.
- A firm belief in, and commitment to, the mission and vision and Core values of the College and an ability to articulate and promote these.
- Demonstrate good communication, planning, administration and finance skills.
- Sound computer skills with experience in relevant software including Microsoft Office, Adobe InDesign, Synergetic, ICON and SIMON.
- Exhibit ongoing professional growth on a personal level and for the benefits of the College community, including participation in different Professional Learning activities that the College offers.
- Demonstrate an understanding of key priorities of the legal requirements surrounding child safety.

## **The Administration Officer reports to the Business Manager:**

The position of Administration Officer is an important administrative position within the College. The role is supportive of the Catholic character of the College and actively supports the College Administration in their duties as required.

### **The role is significant in the administration of the College. The following are important:**

- That because of the nature of the role, confidentiality in all matters is seen as highly significant.
- While there are the regular office hours it is an expectation from time to time that the nature of the role means that some duties may need to be organised outside of these hours.

## **Specific Duties:**

The Administration Officer is the first point of contact for the College, providing courteous and efficient customer service and assisting in the administration of Simonds Catholic College by providing office and clerical support.

### **☐ Reception duties:**

- Welcome and providing information to the parents and students.

- Liaise with students, staff and parents and the community in a calm and professional manner.
- Build and maintain positive relationships with staff, parents and students.
- Answer the phone in a friendly and polite manner and assist callers with their queries.
- Convey any student concerns to relevant staff: Principal, Deputy Principals, Student Wellbeing/Counsellor, Year Level Coordinators.
- To receive and distribute internal and external mail and responsible for preparing outgoing mail.
- To arrange maintenance of the photocopiers and ensuring copier rooms are clean and tidy.
- To maintain stationery supplies and arrange orders as required.
- All contractors, visitors are required to produce and hold a current Working with Children Check when entering the school. The Administration Officer is required to check visitors' WWCC and to maintain and update the WWCC register.
- Other duties as requested by Principal, Deputy Principal and Business Manager.

☐ **Event Support:**

- Assist in the preparation of staff gatherings, open mornings, assemblies, functions and other occasions of Simonds Catholic College.
- Assist with the preparation and support of the immunisation program.
- Assist with School events as required including athletics, swimming carnival, Simond Day etc.

☐ **Administration Duties:**

- To assist with preparation the College Newsletter.
- Work in conjunction with the Principal's PA to prepare parent communications, and to provide technical support and data as requested.
- Assistance with the administration of the Parent/Student/Teacher Interview processes through SIMON and the Parent assess portal.
- Update information on platforms for access by students, parents and staff.
- To work with the following information systems, SIMON, PAM, Synergetic and ICON.
- Operate and maintain the register and processes for student attendance and roll-marking using Synergetic and SIMON.
- Supporting the data input of all new student enrolment information into Synergetic/ICON and the maintenance of family records
- To assist as required to enter student details into VASS system.
- Provide administrative support to the Deputy Principals, Business Manager and assist with general office duties.
- Assist in filing and maintaining archival processes, data and records.

☐ **Finance Duties:**

- Collect payment of fees and charges and arrange receipts within the financial software.
- Assist with the application for camps sports and excursions funding.
- Accounts payable data entry and responding to accounts payable queries.

- Complete purchase orders for authorization as requested.
- Prepare banking deposits as required.

☐ **School Uniform:**

- Sell second-hand uniform items as required.
- Sell new items available in office (beanies, ties, scarves and caps) ordering as required.

☐ **First Aid:**

- The incumbent will be qualified as a Level 2 First Aid or prepared to be trained to that level.
- Attend to and monitor students who require first aid.
- Enter all sickbay incidents in SIMON.
- As a First Aid provider monitor medications required to be taken by students.
- Contact Parents/Guardian to collect students if they have been deemed to be sent home or require further medical attention.
- Update Anaphylaxis lists and documentation.
- Order and maintain First Aid supplies across the campus.
- Maintain sickbay ensuring the beds are made and linen is regularly washed.
- Ensure sick bay is clean & tidy.

**Final Statement**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated. The position description may be modified in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.