



**ST EDMUND'S
COLLEGE**
CANBERRA · EST 1954

ROLE DESCRIPTION: ADMINISTRATION OFFICER

1. GENERAL

- 1.1. The Administration Officer is responsible to the Administration Manager for providing administrative and clerical support to staff, giving first-aid services to students, maintaining student attendance data and communicating with parents/guardians in relation to student absence information and data.
- 1.2. The Administration Officer will also provide administration services and support to other areas of the College, including (but not limited to); College Reception, Studies Office, Heads of House and Junior School.

2. RELATIONSHIPS

- 2.1. Administration Manager
- 2.2. College students and parents/carers
- 2.3. College staff – teaching and administration

3. DUTIES

- 3.1. Provide positive and effective first-aid to students.
- 3.2. Maintain attendance rolls using the College's school management system.
- 3.3. Assist with communicating student absence information to parents/guardians.
- 3.4. Perform a range of clerical and administrative duties which may include (but is not limited to): undertaking or assisting with special projects, preparing emails and correspondence, editing, proof-reading, formatting and collating documents and reports, printing, booking excursions for teachers and recording meeting minutes as required.
- 3.5. Provide clerical support for the successful delivery of College events, functions and programs, which may include (but is not limited to): parent-teacher interviews, camps, assemblies, carnivals and other events as required.
- 3.6. Manage the collection and distribution of lost property from Student Services.
- 3.7. Maintain systems, files and databases and ensure the security of files and information in accordance with College policy and procedures.

Other

- 3.8. Perform other duties that may be assigned from time to time by the Administration Manager.

4. SELECTION CRITERIA

- 4.1. Must hold a first aid qualification.
- 4.2. Must maintain a current Working with Vulnerable People registration.
- 4.3. Good ICT skills, including proficiency using a range of software applications such as; the Microsoft Office suite, web-based platforms and school based management systems, such as Synergetic and Edval.
- 4.4. Good inter-personal skills.
- 4.5. Good organisational and time management skills, including the ability to multi-task, establish priorities, manage workload and reorganise tasks to reflect changing priorities.
- 4.6. Good written and verbal communication skills
- 4.7. Ability to perform duties responsibly and complete work to a high degree of accuracy under limited supervision.

5. PERSONAL ATTRIBUTES

- 5.1. Committed to the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.
- 5.2. Ability to work cooperatively with colleagues, students and parents/guardians, both one-on-one and as a member of a team.
- 5.3. Well-organised, reliable, flexible, supportive and responsible.
- 5.4. Maintains confidentiality and demonstrates discretion.
- 5.5. Ability to adapt and be flexible to meet changing priorities and needs.
- 5.6. Demonstrates good interpersonal skills and is a good role model for students.

6. TERMS

- 6.1. Subject to the terms and conditions of the Support Staff (Daramalan, Marist College Canberra, St Edmund's College, Canberra) Enterprise Agreement 2015-2019, and subsequent agreements
- 6.2. Temporary part-time hours during term time only in accordance with the requirements of the position.