



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



EDMUND RICE EDUCATION
AUSTRALIA

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

Administration Officer

Commencing as soon as possible, applications are invited from suitably qualified people for the position of Administration Officer. Please see the Role Statement below for information regarding this role. This is a permanent full-time position working 9am to 5pm daily and 41 weeks each year.

To be appointed to this position the applicant will have a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Ms Rachel Lemon via employment@stedmunds.act.edu.au if you have further questions.

Applications close: Monday 3 August 2020 at 5pm, addressed to:

The Principal
St Edmund's College Canberra
110 Canberra Avenue GRIFFITH ACT 2603
Or email to employment@stedmunds.act.edu.au



St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Role Description: Administration Officer

1. GENERAL

- 1.1. As the first point of contact for visitors to the College, the Administration Officer works in a small team environment to:
 - 1.1.1. provide quality customer service to parents/carers, students, contractors and members of the public;
 - 1.1.2. deliver first-aid services to students; and,
 - 1.1.3. communicate with staff and parents in relation to student absence information and data.
- 1.2. From time to time the Administration Officer will also perform a range of clerical duties and provide administration support to other areas of the College.

2. RELATIONSHIPS

- 2.1. Compliance and Administration Manager (Supervisor)
- 2.2. College students and parents
- 2.3. College staff
- 2.4. External organisations and agencies

3. DUTIES

3.1. Reception Services

- 3.1.1. Provide positive and efficient customer service.
- 3.1.2. Maintain systems and process to ensure the smooth running of the Services Hub.
- 3.1.3. Perform a range of clerical duties which may include (but is not limited to): undertaking or assisting with special projects, preparing emails and correspondence, booking excursions and staff professional development, and completing other general administrative tasks as requested.
- 3.1.4. 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.

3.2. Student Services

- 3.2.1. Provide positive and effective first-aid service to students, and maintain the safe storage and administration of student medication.
- 3.2.2. Oversee the consolidation of College attendance rolls using the College's school management system and communicate student absence information and data to parents/carers and staff as required.

3.3. Other

- 3.3.1. Maintain systems, files and databases and ensures the security of files and information in accordance with College policy and procedures.
- 3.3.2. Perform other duties that may be assigned from time to time including the supervision of students.



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

4. SELECTION CRITERIA

- 4.1. Must hold a first aid qualification.
- 4.2. Must maintain a current Working with Vulnerable People registration.
- 4.3. Excellent verbal communication skills and strong written communication skills, with a focus on providing positive customer service.
- 4.4. Excellent ICT skills, including proficiency using a range of software applications such as; the Microsoft Office suite, web-based platforms and school based software systems, such as Synergetic and Edval.
- 4.5. Strong organisational and time management skills, including the ability to multi-task, establish priorities, manage workload and reorganise tasks to reflect changing priorities.
- 4.6. Ability to perform duties responsibly and complete work to a high degree of accuracy under limited supervision to ensure the smooth functioning of the Reception Services area.
- 4.7. Experience maintaining accurate records and files.
- 4.8. Knowledge of the education sector and school procedures.

5. PERSONAL ATTRIBUTES

- 5.1. Committed to supporting the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.
- 5.2. Desire 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, supportive and responsible.
- 5.4. Maintains confidentiality and demonstrates discretion.
- 5.5. Willingness 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. Clerical Officer Level 3.
- 6.3. Full-time during term time only.