

Staff at St Columba's College are called to be coworkers in the ecclesial mission of witnessing and proclaiming God's reign.

The Office Administration Assistants are appointed by the Principal and are directly responsible to the Office Manager.

The Office Administration Assistants' role is critical to the effective operation of St Columba's College, as they provide the necessary support and infrastructure for the core educational mission of the College to be achieved. By their very nature these roles are highly complex, involving periods of sustained independent work as well as frequent and varied contact with all members of the College community. As a result these roles demand great flexibility and the ability to work in a highly collaborative and supportive way with all other members of the Office Administration Team.

It is expected that each member of the Office Administration Team will respect, and actively protect, the confidentiality, sensitivities and privacy of those persons and matters with which they deal. They are required in their daily duties to act at all times and in all ways consistent with the values and qualities embodied in the charism of the Sisters of Charity, and expressed in the College Mission Statement.

KEY AREAS OF RESPONSIBILITY

1. The primary focus of this role is the provision of effective administration support to assist in all aspects of the College's Office Administration.
2. To undertake a varied range of administrative and secretarial duties
3. To give administrative support to the Office Manager
4. To support and relieve Front Reception and Student Reception

ADMINISTRATION DUTIES

General

1. Distribute incoming mail and other items delivered to the College
2. Data entry using school data software (SAS2000) and Excel (when required)
3. Update, process, collate and distribute Confirmation of Student Details Forms throughout the year with the Office Manager
4. Archiving
5. External bus bookings, as requested
6. Typing as directed by the Office Manager
7. Scanning cohort files
8. Photocopying and Printing
9. Key and mobile phone register
10. Efficient understanding and use of 'Parent Paperwork' software package, including typing of general correspondence
11. Efficient understanding and use of 'Who is on Location' visitor's kiosk

Other Duties

1. PA announcements
2. Courier bookings as requested
3. Assist generally with hospitality, if required

4. General public enquiries and meet & greet visitors to the college
5. Typing Daily Bulletin (as required)
6. To confirm school tour appointments and relevant details

Expectations

1. Professional Development
2. Processes and Procedures
3. Meetings

Buses

1. External bus bookings, as required

Other Duties

1. To undertake other duties as designated by the Principal or her delegate
2. First Aid Certificate Level 2/Level 3 preferred to support Sick Bay

CONDITIONS OF EMPLOYMENT

Hours of Duty: 38 Hours per week
5 days per week
8:30 am – 4:36 pm

Leave: Seven weeks – One week per term break and four weeks in the December/January school holidays

Salary Scale: Category C Level to be negotiated on experience (Schedule of Salaries for non-teaching staff in Catholic Secondary Schools)

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including child safe standards. The College's Child Safety Code of Conduct is available on the College's website.

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