**SCHOOL ADMINISTRATION SERVICES – LEVEL 3**

**Catholic Education in the Diocese of Lismore**

Catholic schools have been part of the Diocese of Lismore since the nineteenth century and play a significant role in the life of parishes, being part of the evangelising Mission of the Church. Under the pastoral leadership of the Bishop of Lismore, Catholic schools provide faith-filled, inclusive and caring environments that allow young people to grow in their faith, better understand the Mission of Jesus Christ and experience ‘fullness of life’ (John 10:10) in learning and living well.

**Position Purpose**

This position supports the school by undertaking a variety of tasks to ensure the school is clean and maintained to ensure the safety of students, staff and visitors.

In addition, this role supports the underlying Mission of Catholic Education in the Diocese of Lismore by delivering services that contribute to enabling students to achieve the fullness of life.

**Organisational Relationships**

**Reporting lines:**

This position reports to the Principal or their delegate.This position has no direct reports.

**Interactions:**

The role is within the school support team and has daily interaction with school staff.

**Key Responsibilities**

In completing the duties of the role, all employees are expected to adhere to and support the Lismore Diocese Catholic Education Vision, Mission and Foundational Values and the achievement of the strategic priorities. Employees are required to adhere to Catholic Education policies and procedures and comply with a range of statutory requirements, including work health and safety legislation, safeguarding children and promotion of a child safe culture.

Employees are required to participate positively in the Mission of Catholic Education, planning forums, staff meetings and ceremonies as required across the Diocese.

The responsibilities of this position include but are not limited to:

A **School Administrative Services - Level 3** General Employee:

(A) performs a limited range of clerical and administrative tasks and roles;

(B) works within routines, methods and procedures;

(C) is provided with close supervision, or in the case of a more experienced General Employee routine supervision, of straightforward tasks; and

(D) is not required to have formal qualifications or work experience upon engagement.

A Level 3 General Employee within this occupational stream may perform the

following indicative duties:

• basic clerical duties including filing, collating, handling mail, checking figures;

• operating routine office equipment, such as a computer, photocopier, scanner, facsimile, binding machine, guillotine, franking machine, calculator etc;

• conveying messages across school grounds;

• assisting or providing occasional relief for a reception function; and

• shopping.

**Examples of positions which typically fall under this level include:** Clerical Aide

This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned in line with the changing needs of the employer.

Employee Name: …………………………………………………………

Signed: ……………………………………..……………………………...    Date:..........................

Principal Name: …………………………………………………………..

Signed: …………………………………………………………………….    Date:...........................