



# Position Description

<b>Position Title</b>	<b>Pathways Hub Administrator</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Catholic College Wodonga
<b>Location</b>	<i>1 Bowman Court, Wodonga VIC</i>
<b>Enterprise Agreement and / or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Education Support Officer, Category B Level 2
<b>Remuneration</b>	TBC
<b>FTE</b>	0.4
<b>Status</b>	Ongoing
<b>Reports to</b>	Administrative Services Manager

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### **Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

We are a co-educational school with around 1250 students from Year 7 to Year 12.

The school opened in 1979 when St Augustine's Girls Secondary College expanded and moved to this location as Catholic College Wodonga. Today the school continues its affiliation with Mercy Education and was recently recognised as one of Cambridge University's 100 Most Innovative Schools.

We're proud to be known as a school that's welcoming to all. We provide a balance of spiritual, academic, cultural, physical, emotional and social learning within a respectful and positive environment.

### **Catholic Education Sandhurst Limited (CES Ltd)**

CES Ltd is situated in Central and North Eastern Victoria, home to 52 Catholic schools educating 19,750 students in large regional centres and small vibrant townships. We are committed to working in partnership with schools, students and families, providing innovation and excellence in education; inspired by the Catholic story. We feature large regional centres of Bendigo, Wodonga, Wangaratta, Shepparton and Echuca, as well as many smaller vibrant communities where making people feel welcome is a speciality.

### **Diversity, Inclusion and Child Safety**

CES Ltd embrace diversity and social inclusion and encourage people from diverse backgrounds to apply. We are committed to ensuring the safety, wellbeing, and inclusion of all children.

## Position Summary

The Pathways Hub Administrator plays a crucial role in managing various administrative functions within the Pathways Hub of the College. The role involves organising meetings and handling communication, supporting Year Level Leaders, Assistant Year Level Leaders, and Diverse Learning Coordinators and other senior College staff as required. The Pathways Hub Administrator assists in data management, record-keeping, and coordinating logistics for educational programs. Their efficiency ensures smooth operations within the administrative domain, contributing to the overall effectiveness of the school's educational initiatives.

## Key Responsibilities

<b>Administration Support</b>	<p>Provide efficient administrative and clerical support to the Year Level Leaders and Year Level Assistants</p> <ul style="list-style-type: none"><li>• Create passes for students who attend Year Level Hub during class time.</li><li>• Communicate with Front Office regarding student absences as required.</li><li>• Record suspensions/detentions.</li><li>• Arrange meetings with staff/families/students including PSGs.</li><li>• Assist with NCCD returns.</li><li>• Preparation of agendas and taking of minutes for distribution for team meetings as required.</li></ul>
-------------------------------	--

	<ul style="list-style-type: none"> <li>• Answer internal telephone calls and direct them appropriately.</li> <li>• Assist staff with preparation of correspondence, reports etc as necessary.</li> <li>• Maintain welcoming and vibrant space in the Hub.</li> <li>• Assist with organisation of Assessment Week</li> <li>• Assist with Relevant Year level Activities.</li> </ul>
<b>Year Level Camp Administration</b>	<p>Year 9 and 10 camps Administration including:</p> <ul style="list-style-type: none"> <li>○ Cabin/group activity allocations</li> <li>○ Liaising with camp providers as required.</li> <li>○ Creation of staff booklets/information.</li> <li>• In collaboration with Front Office staff: <ul style="list-style-type: none"> <li>○ Collation of student medical and dietary information.</li> <li>○ Follow up of outstanding permissions.</li> <li>○ Arranging necessary equipment eg first aid kits etc.</li> </ul> </li> </ul>
<b>Awards</b>	<ul style="list-style-type: none"> <li>• Assist in coordination and production of Pathways College Awards for College Academic Assemblies in conjunction with Deputy Principal – Learning, Teaching and Innovation, Year Level Leaders, and Publications &amp; Events Officers</li> </ul>
<b>Professionalism &amp; Ethos/Mission of the College</b>	<ul style="list-style-type: none"> <li>• Is punctual for all duties.</li> <li>• Presents self appropriately, following dress code as required.</li> <li>• Keeps privileged information to which he/she is privy by virtue of the employment position confidential.</li> <li>• Responds to own training/development needs.</li> <li>• Seeks feedback on own performance.</li> <li>• Maintains highly effective working relationship with all staff.</li> <li>• Co-operates with colleagues to achieve the implementation of all College Policies and procedures.</li> <li>• Participates in meetings as required.</li> <li>• Complies with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

**Compliance with Occupational Health and Safety**

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

**Compliance with Child Safety Legislation**

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

**Key Selection Criteria**

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Current (or ability to gain) a Working with Children Check.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Extensive relevant administration experience.</li> <li>• Proven experience working in a team environment, in particular collaborating with others.</li> </ul>

	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Commit to and uphold the Catholic ethos of the College through their work.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school’s child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for all students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> <li>• Understanding of and commitment to Child Safe Standards.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent organisation, time management, and data entry skills, with a strong attention to detail.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Experience working in a school setting.</li> </ul>