



# Position Description

<b>Position Title</b>	<b>Administration Assistant: School Improvement and Safeguarding</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CESL)
<b>Function</b>	School Improvement and Safeguarding
<b>Location</b>	<i>Bendigo</i>
<b>Agreement</b>	<i>Catholic Education Multi-Enterprise Agreement 2022</i>
<b>Classification</b>	CEO Administration, Level 3
<b>FTE</b>	1.0 FTE
<b>Status</b>	12-months Fixed Term (Parental Leave)
<b>Reports to</b>	Assistant Director: School Improvement and Safeguarding

## Position Summary

The School Improvement and Safeguarding function enhances the quality of education and ensuring the safety and well-being of students across the Catholic Education system. By supporting the Deputy Director and Executive Director, this function drives school improvement initiatives and implements robust child safeguarding measures related to School Improvement, Governance and accountability of schools, Principal/Leadership support, Behaviour Curriculum, Wellbeing Curriculum, Safeguarding, Inclusive Education and Aboriginal and Torres Strait Islander Education. This work is informed by the CESL Guiding Lights, which ensures we are prioritising the right work for our Catholic School Communities.

This role is responsible for providing administrative support to the team allocated to them. This includes, but is not limited to, managing diaries, preparing meeting agendas and recording and transcribing minutes of meetings and following up actions, supporting projects and programs of work within the team, and preparing reports, resources and other documentation as required.

The candidate will have strong experience in administration, be well organised and detail focused and have excellent written and verbal communication skills.

## Our Organisation

Catholic Education Sandhurst Limited (CESL) 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 3,000 employees in just under 60 schools and early childhood facilities.

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

The Executive Director and all delegations via that position, including the Deputy Director, operate within the parameters of Canon Law and the established protocols of the Catholic Church. CESL 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.

CESL participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA) as the peak body for Catholic Education in Victoria, which has responsibility for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, advocacy for Catholic education and collaboration with government statutory authorities.

## Our Vision

The vision for CESL is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. 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.

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.

<b>Key Responsibilities</b>	
<b>Executive and Personal Support to Assistant Director</b>	<ul style="list-style-type: none"> <li>● Manage the schedule, appointments, and travel arrangements for the Assistant Director.</li> <li>● Prepare and edit correspondence, reports, and presentations.</li> <li>● Handle confidential information with discretion and professionalism.</li> <li>● Provide confidential administrative and executive support to the Assistant Director, ensuring that they are organised and prepared for the day/week ahead.</li> <li>● Handle incoming and outgoing communications, including emails and phone calls.</li> <li>● Organise and maintain appropriate filing systems for all Safeguarding incidents.</li> <li>● Coordinate requests for information from internal and external stakeholders and answer queries, ensure timely responses and undertake follow up action as required.</li> <li>● Maintain thorough knowledge of the team and organisation, as well as an understanding of key relationships and team objectives.</li> <li>● Build positive working relationships with both internal and external stakeholders.</li> <li>● Ensure resolution of time sensitive and critical matters by delivering clear communication as required.</li> </ul>

<p><b>Team Administration Support</b></p>	<ul style="list-style-type: none"> <li>● Understand critical or sensitive issues which may require the immediate attention of a senior leader.</li> <li>● Where relevant, manages the team’s joint inboxes, triaging and referring emails to the relevant subject matter expert.</li> <li>● Manage high volumes of correspondence and emails for the team – take action by responding where appropriate and forward to relevant team member in a timely manner.</li> <li>● Provide administrative support to Senior team members of the relevant function, where appropriate.</li> <li>● Provide assistance to team members as required to support any team initiatives and or projects. This may include but is not limited to undertaking background research and organising logistics and or resources for a project.</li> <li>● Providing general administration to team members as required including but not limited to binding, photocopying, scanning, mail outs, formatting documents, and printing.</li> </ul>
<p><b>Meeting &amp; School Improvement &amp; Safeguarding Events Management support</b></p>	<ul style="list-style-type: none"> <li>● Plan and organise meetings, conferences, and events.</li> <li>● Coordinate logistics, including venue selection, catering, and equipment setup.</li> <li>● Ensure all events run smoothly and efficiently, addressing any issues that arise.</li> <li>● Monitor action summaries from meetings attended by the Assistant Director and ensure those allocated are attended to in a timely manner.</li> </ul>
<p><b>Records Management</b></p>	<ul style="list-style-type: none"> <li>● Ensure all personal and confidential records are accurate and maintained in accordance with best practice and legislative requirements.</li> <li>● Maintain systems and electronic filing systems for recording and storing information and documenting procedures to enable efficient retrieval of information as required.</li> <li>● Work collaboratively with other CESL employees to ensure any new systems and processes are supported.</li> <li>● Maintain databases of information for CESL as required.</li> </ul>
<p><b>Complaints Management</b></p>	<ul style="list-style-type: none"> <li>● Assist the Assistant Director in managing and resolving complaints.</li> <li>● Maintain accurate records of complaints and follow up on resolutions.</li> <li>● Communicate with stakeholders to ensure timely and effective resolution of issues.</li> </ul>

<b>General Office Reception</b>	<ul style="list-style-type: none"> <li>● Provide leave cover assistance with general reception support as required, as per general reception processes.</li> </ul>
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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 CESL Policies and Procedures

- All CESL policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CESL 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 CESL 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 CESL'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.
- All employees will be required to provide evidence of vaccination status prior to commencing employment with CESL. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

### Compliance with Child Safety Legislation

- CESL 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 CESL 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. CESL 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.

## Requirement for onsite work

- CESL values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CESL workplace and as such, the incumbent must be available to work onsite.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"><li>• A current unrestricted Australian Drivers Licence.</li></ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• Demonstrated experience in working in an executive support or administrative role.</li></ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li></ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"><li>• Willing to undergo or provide a current and satisfactory working with children check.</li><li>• Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li><li>• Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.</li></ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"><li>• Proven organisational skills, ability to prioritise own workload and to use sound judgement, managing competing demands and delivering high quality outcomes with exceptional attention to detail.</li><li>• Highly developed word processing and computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications.</li><li>• Demonstrated high level customer service skills with an ability to liaise effectively with stakeholders in a culturally diverse environment, dealing efficiently and tactfully with sensitive and confidential matters.</li><li>• Excellent written and verbal communication skills.</li><li>• Personal qualities of confidentiality, initiative, patience, cooperation, commitment, and enthusiasm.</li></ul>

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| <b>Desirable</b> | <b>Qualification and Registrations</b> | <ul style="list-style-type: none"><li>● Certificate IV qualifications in a relevant field or equivalent.</li></ul> |
|                  | <b>Knowledge and Experience</b>        | <ul style="list-style-type: none"><li>● Experience in an education environment would be highly regarded.</li></ul> |