



Position Description

Position Title	Administration Officer
Organisation	Catholic Education Sandhurst Limited (CESL)
School	St Mels Shepparton
Location	<i>Shepparton</i>
Enterprise Agreement and / or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Education Support Level 2 Category B
FTE	0.6 FTE
Status	Ongoing
Reports to	Principal

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 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CESL 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 CESL 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. 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.

Our Vision

The vision for CESL 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

CESL 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

St. Mel's Primary School has educated the children of the parish and local community since 1957 and continues to offer a rich, quality Catholic educational experience for children from Foundation to Year 6. The parish, school and kindergarten are valued, respected and important entities within the local Shepparton area and Diocese of Sandhurst. Our school and kindergarten are of the 58 school and early childhood centres within the Catholic Education Sandhurst Ltd system of Catholic schools.

At the very centre of the community's vision is learning and achieving. The education of the children entrusted in our care. The development of the whole child: spiritually, intellectually, physically, emotionally, socially and morally. In partnership with parents and carers, value adding to the children's safety, wellbeing, learning, growth and development. For our children to be the very best they can be!

Our school motto, "Christ our light" indicates the importance of Jesus Christ to our community. Through scripture we are inspired by the life and words of Christ to reflect on our own journey, contemporary experience of our encounters with one another, and with God.

As the school's Graduate Outcomes articulate - to educate students who are curious engaged learners, risk takers in their learning, life long, literate and numerate learners (amongst other stated outcomes). Parents, carers, families, school staff, parish and broader community - working together to maximise opportunities to enhance the continued growth and development of our children.

An aspirational and inspirational vision!

We continue our journey as..." a proud Catholic school community striving, learning and achieving together through Christ, our light."

Position Summary

The Administration Officer position exists to ensure the smooth and efficient operation of our school's administrative functions, providing essential support to both staff and students.

This position provides a range of administrative, reception, communication, and financial services to staff, students, parents, and the wider school community. Key responsibilities include managing front office operations, providing general administrative support to the Principal and other staff, coordinating communication with parents and the broader school community, and overseeing various financial tasks such as fee processing, banking, and reconciliations.

The role also includes managing student services, including enrolments, attendance, and database maintenance, as well as supporting the school's compliance with policies, procedures, and training requirements. The position also involves assisting with emergency response, first aid services, and contractor/volunteer management to ensure a safe environment for all.

Key Responsibilities

Reception

- Provide front office support as required (including telephone, general customer service, walk in queries and student requests)

	<ul style="list-style-type: none"> • Relaying messages for students and staff • Take payment for school fees – EFT or cash and receipting • Lunch/Breaks – backfill reception • General support for the Principal as required, including sending mail outs, restocking supplies and equipment • Triaging queries and requests for the Principal
Communications	<ul style="list-style-type: none"> • Compile and create communications as required • Parent communication including excursions (e.g. SIMON) • Compile and distribute the School Newsletter (fortnightly) • Compile and distribute staff newsletter • Maintain school social media pages (e.g. Facebook) • Organise advertising and communication of information nights and other events that encourage the enrolment of new families (including social media advertising) – Feb/March promotional season • Loading the annual report and other documents to the school website • Compilation and distribution of Principal correspondence
General Administration	<ul style="list-style-type: none"> • General administration tasks, including restocking of stationary, photocopying, laminating, binding (as requested) • Update and maintain school appointments and calendars • Assist Parent and Friends Committee as required <ul style="list-style-type: none"> ○ Cash Handling & Banking (eg. Colour Run, Chocolate Drive, Mothers Day/Fathers Day stalls, Book Club etc) ○ Reimburse for gifts purchased ○ Spreadsheets ○ Bank reconciliation as required • Assist School Advisory Committee as required <ul style="list-style-type: none"> ○ Minutes ○ Agenda ○ Reports • Provide support and assistance to staff and students as required • Support the schools archiving and record retention process (eg.smart records, scanning, saving, storing) • Bus Conveyancing and Private Bus Administration – termly task • Back to School – Teacher Lists - Assist teaching staff – eg END OF YEAR BOOKLISTS, ordering and maintaining expenditure budget spreadsheet • Maintain Fortnightly Time and Attendance and TIL Tracker Spreadsheet <ul style="list-style-type: none"> ○ time worked for all staff including additional time, overtime, TIL, leave approved and taken for all staff. • Signed by Principal and submitted to CESL Centralised Payroll on Thursday prior to payroll processing day • Assist Leadership with Daily Organisation <ul style="list-style-type: none"> ○ Maintaining Emergency Teacher List ○ Book CRTs ○ Maintain class allocations

	<ul style="list-style-type: none"> ○ Orientate CRTs – provide computer etc ○ Maintain staff calendar – who is on leave, who is covering (CRT) • Follow up leave forms from staff as required
Complispace/ CompliLearn and Policy Connect	<ul style="list-style-type: none"> • Maintain and update school policy and procedures in liaison with the Principal and Senior Leader utilising applicable software programs • Assign staff to complete training modules, follow up when not completed, reassign as needed to ensure training allocated to correct cohort – eg. teachers, LSOs, all staff • Upload training certificates from different providers into CompliLearn (eg. outsourced first aid training)
Finance Admin	<ul style="list-style-type: none"> • Coordinate bank reconciliations on a cyclical basis for all school accounts, including (but not limited to) the general bank account, school credit card and term deposits • Complete all Accounts Payable/Creditors • Coordinate Additional student funding (eg. CSEF) applications • Coordinate School Savings Bonus Applications • Acquittals (recurrent/capital grants/ NCCD funding acquittals) • Receive and receipt monies payable to the school, including fundraising monies, ensuring appropriate cash handling and banking procedures are maintained. (eSYS tasks) • Maintain all finance spreadsheets as required by CES Finance Department • Generation of all invoices and requisitions including school fees, associated charges and sundry items <ul style="list-style-type: none"> ○ Set up debtor fee generation processes for new students and ensure timely processing of invoices to parents (ANNUAL TASK START OF YEAR) • Payment runs for invoices • Debt collection <ul style="list-style-type: none"> ○ Receipt and track debtors and ensure accurate invoicing for parents who have elected to pay separately • Contact parents as required • Statements to parents – MONTHLY TASK • Complete receipts weekly
Student Services	<ul style="list-style-type: none"> • Assist with processing enrolments as required • Book PSGs and Parent Teacher Interviews for Teachers as required • Release Daily roll/ Monitor Attendance as required • Ensure parents have accesses to databases (eg. PAM)
Student Data Support	<ul style="list-style-type: none"> • Create and maintain school and student data files, as mandated by legislative bodies • Support SIMON Database Administration as required • Complete student census with Principal – ANNUAL TASK

<p>OHS, Emergency Response and First Aid</p>	<ul style="list-style-type: none"> • Understand emergency procedures, school policies and legal requirements associated with providing a safe environment • Support Principal with safety procedures as required eg. Emergency Management Plans (cyclical), safety checks, essential services maintenance register, planning documents for excursions, risk assessments, student activity locators etc. • Maintain Bus Rolls/ Travel Passes – notify if child is not going on bus • First Aid - students <ul style="list-style-type: none"> ○ Blood, vomit, broken limbs, band aids, emotional support in First Aid Room ○ Give out medications as per Medication Authority Forms ○ Arrange ambulance as required • Contact parents • Maintain Staff Training register – first aid/ anaphylaxis • Responsible for Contractor/Volunteer Management System for the school (eg. PASSTAB) <ul style="list-style-type: none"> ○ Code of Conduct signature ○ WWCC
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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.

- 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 CESL.

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.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Current Working with Childrens Check
	Knowledge and Experience	<ul style="list-style-type: none"> • Experience in front office support, including handling phone calls, student queries, and processing payments (EFT/cash). • Proven experience in general administrative tasks such as photocopying, filing, data entry, and assisting with event organisation. • Demonstrated experience with student enrolment, attendance management, and ensuring data accuracy in school systems (e.g., SIMON, PAM). • Experience in financial administration, including cash handling, banking, and reconciliation. • Knowledge of OHS procedures and experience in maintaining first aid kits. • Ability to create and maintain accurate student data files in compliance with legislative requirements. • Demonstrated experience in maintaining and updating school social media pages (e.g., Facebook), ensuring regular engagement with the community.

	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Willing to undergo or provide a current and satisfactory working with children check • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students
	Skills and Attributes	<ul style="list-style-type: none"> • Strong communication skills for relaying messages and interacting with staff, students, and parents. • Organisational skills, with the ability to manage multiple tasks and prioritise in a fast-paced environment. • Attention to detail and ability to maintain confidentiality when handling sensitive data. • IT proficiency, including experience with Microsoft Office and school data systems (e.g., SIMON, PAM). • Strong interpersonal skills, working collaboratively with staff, students, and parents to create a positive and welcoming environment.
Desirable		<ul style="list-style-type: none"> • Experience in booking Parent Support Group meetings and Parent-Teacher Interviews, ensuring smooth scheduling and communication. • Experience in managing Casual Relief Teacher (CRT) arrangements, including booking, orientation, and maintaining class allocations.