



# POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

## Office Manager

Position Level	School Administrative Services – Level 5.1
Salary (Full-time)	\$68,366 + Superannuation
Reports To	Principal
Location	St Benedict’s Primary - Narrabundah, ACT
Employment Type	Full-Time
Employment Status	Permanent
Employment Term	N/A
Hours Per Fortnight	76

### Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system forward.

### Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	We are currently seeking to appoint an experienced <b>Officer Manager</b> to join our inclusive School community. The successful person will be someone who has a caring and warm approach to dealing with children and adults and is competent with the administrative and financial workings of a school setting.
Position Duties	<b>Routine administrative duties:</b> <ul style="list-style-type: none"> <li>• Manage the school office in the absence of the Principal;</li> <li>• Maintain at all times a high level of confidentiality;</li> <li>• Answer the telephone and distribute messages at the appropriate time;</li> <li>• Attend to sick children and monitor first aid supplies, maintain medication and injury records;</li> <li>• Administer any necessary medication as per the policy in the school;</li> <li>• Collect and distribute the school mail including class bags;</li> <li>• Attend to and welcome visitors to the school;</li> <li>• Attend to the Principal’s correspondence;</li> <li>• Prepare and distribute notes as required, prepare the fortnightly school newsletter and send via Schoolzine and SZapp;</li> <li>• Update the website in collaboration with the Principal;</li> </ul>

- Prepare enrolment packs, correspondence and arrange interviews for new enrolments;
- Collate parent information pack for Kindergarten Orientation Day;
- Prepare annual student and staff returns for CE, CEC and government instrumentalities as requested;
- Liaise and check STSS information with relative bus company(ies) and NSW Department of Transport;
- Attend to any other administrative matters as directed by the Principal;
- Arrange bus bookings for excursions and costing as required;
- Prepare, distribute and monitor return of various school permission forms;
- Monitor and distribute school electronic mail;
- Maintenance of student and administration files;
- Attend to any other correspondence, etc as requested by the school staff;
- Extraction and designing of specialist reports (e.g. REC, Sports Coordinator) from Maze data;
- Attend meetings as required; and
- Provide assistance to the School Board and P & F.

**Routine financial duties:**

- Be responsible for the receipting and banking of all school moneys;
- Prepare fee billing each term;
- Prepare and distribute term family fee accounts;
- Prepare invoices for other revenue such as hall hire, ASC, etc;
- Monitor and report to Principal any problems in relation to family fee accounts;
- Liaise with collection agencies as required;
- Assist the Principal in formulation of the school budget;
- Monitor and pay accounts to suppliers;
- Monitor and report to the Principal any budget concerns;
- Prepare orders for office and other resources as required;
- Prepare weekly bank reconciliation report;
- Carry out end of month procedures as per CE instructions;
- Maintain assets register in line with Maze and CE requirements;
- Be responsible for the preparation of financial reports and documents for audit purposes;
- Prepare financial reports and statistical returns for CE as requested;
- Prepare and lodge (electronically) monthly Business Activity Statements for the CE;
- Prepare Census and Student Attendance information for authorisation by Principal and upload to CE;
- Be responsible for the preparation and management of the school administrative and financial rollover process.

**Training, professional development and technical support:**

- Attend staff spirituality days each year;
- Attend professional development meetings at CE if required; and
- Update own skills by attending professional development inservices, seminars, etc.

<p>Skills, Attributes and Experience</p>	<p><b>The successful applicant for the position will have:</b></p> <ol style="list-style-type: none"> <li>1. A commitment to the aims of Catholic Education and the ability to communicate these goals in a Parish Primary School setting;</li> <li>2. Proven professional experience and working knowledge with computer software packages including Microsoft Office Suite (Word, Excel, Access, PowerPoint) and school programs such as MAZE;</li> <li>3. Excellent time management skills, attention to detail and good communication and interpersonal skills with a courteous and cooperative approach;</li> <li>4. Extensive experience in finance primarily in accounting principles, budgets, BAS and financial roll over processes;</li> <li>5. The willingness to attend professional development and meetings as required as well as to contribute to staff and community events;</li> <li>6. An ability to maintain confidentiality, work individually or collegially as part of a team.</li> </ol>
<p>Qualifications</p>	<ul style="list-style-type: none"> <li>• Requires knowledge or training equivalent to either a diploma or certificate IV with relevant work experience, a certificate III with extensive work experience, or an equivalent combination of relevant experience and/or training.</li> <li>• Post secondary qualifications in Finance is desirable.</li> <li>• Must hold a relevant Working with Children registration.</li> <li>• Hold or willingness to obtain Senior First Aid qualification.</li> </ul>

## Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

## Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

## Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: [recruitment@cg.catholic.edu.au](mailto:recruitment@cg.catholic.edu.au)