

# POSITION DESCRIPTION

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

## Office Manager

Position Number	002783
Classification	School Administrative Services – Level 6 under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	St Francis Xavier College, Florey ACT

## Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

<b>Position Overview</b>	<p>The position of Front Office Manager at St Francis Xavier College is to provide primary support to the Business Manager with the Business Administration functions, process improvement and the implementation of the new management systems.</p> <p>The Front Office Manager is accountable to the Principal, and directly supervised by the Business Manager. A close working relationship is also vital with all members of the College Executive and faculty leadership team. The Front Office Manager must have highly developed organisational skills to balance the demands of a multi-tasking position with extraordinary attention to detail and follow through to meet deadlines and commitments.</p>
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## Position Duties

### Staff Administration

- Support the Business Manager as directed with the recruitment administration of support staff, including maintaining recruitment instances in the CE Page Up portal, maintaining position descriptions and coordinating interview and selection documentation for the Hiring Manager and interview panels.
- Maintain the College Working With Vulnerable People (WWVP) register (for all staff), including the timely administration of renewal reminders.
- Responsible to the Business Manager for the on-boarding induction administration of new support staff, including WWVP cards, system access, staff ID and access pass card and provisioning and issue of a laptop (where applicable).
- In liaison with the Business Manager, arranging the initial first day reception of all support staff including meeting with the Principal, Business Manager, their supervisor, Coordinator and/or Executive member.
- Process staff LSL transfers and claims and in liaison with the Business Manager, assess and process support staff leave applications and time and hours applications in CE Employee Human Resource Self Service (ESS).
- Provide assistance to all staff with ESS as required.
- Liaise with Assistant Principal Staffing and Business Manager, as applicable; and with CE Payroll to process variations of employment days or hours roster changes, contract changes, Higher Duties Allowances, appointments, resignations, transfers and terminations. Ensure all issues are reported to the Business Manager for resolution.
- Approve all casual relief hours for support staff for payment.
- Assist the Business Manager with the oversight and accuracy of all staff data in the School systems and liaise with the Enrolment Secretary to validate staff data for College Staff Census twice a year.
- Responsible for the safe and confidential custodianship, maintenance and storage of staff files.
- Oversee annual training in CPR and ensure current records are entered into the College database in Compass and Technology 1 databases.
- Liaise with CE to ensure all compulsory SALT Compliance training for all staff employees is accessible and completed.
- Administer and process Workplace Incidents/Injuries notifications, documentation and administration for Business Manager oversight.
- Be familiar with the Certified (Enterprise) Agreements in place for Support and Teaching staff.
- Responsible for the organisation of casual relief for support staff that take short or long term absences and advise the Business Manager.
- Ensure that relief staff are welcomed and introduced to all staff and enter casual support staff dates and times into ESS/CRS ready for approval and

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payment.

#### **Financial Administration**

- Assist the Business Manager and Enrolments in the preparation of annual Government census declarations and student attendance reports.
- Collate and submit Executive Credit Card reconciliations for Business Manager review and sign-off monthly.
- Ensure the security of monies held at the College.

#### **Team Leadership**

- Lead a team of front office, Student Support and Administration assistant staff, including assigning tasks, setting objectives, and evaluating performance.
- Provide guidance, training, and support to staff to foster professional growth.

#### **General Business Administration**

- Workplace Health and Safety: Assist the Assistant Business Manager, by processing incident reports, and maintenance of WHS, incident, Hazards and Risk register(s). This includes the maintenance of associated College policies, procedures and compliance controls, and reporting. Produce monthly (Executive), quarterly (Board), and annual (CE) WHS reports.
  - Document Management: Ensure appropriate policies, procedures and compliance controls are in place for digital and physical document management. This includes File structures, naming conventions, security, access and change controls, and version and revision control.
  - Archives. Ensure appropriate policies, procedures and compliance controls are in place for document retention, disposal and archiving; in particular to meet required CE and Government statutory compliance requirements. Ensure appropriate on-site and off-site archive and working document storage facilities and equipment are available to meet the effective and efficient administration access, and compliance requirements are met.
  - College and Student Reception: Ensure the effective and efficient administration, upkeep and support of the college front office reception functions and staff. This includes College office equipment and stationery supplies.
  - Event Management: Assist the Assistant Business Manager and Business Manager with the College Executive event sponsor, and coordinate support to such College, cross- functional, and cross-faculty events and functions, including rostering of support staff where required.
  - Administration Management: Assist with SFX bus bookings, facilities hire and Business Manager Administration.
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<b>Essential Criteria</b>	<ol style="list-style-type: none"> <li>1. A passion and aptitude for information precision and attention to detail.</li> <li>2. Be adept with digital technology, and an experienced user with Microsoft Windows and Office software suites.</li> <li>3. The ability to prioritise tasks, manage time, plan, and organise one's own work to ensure deadlines are adhered to and the College's educational needs are fulfilled.</li> <li>4. The ability to exercise sound judgement, decision making, and engage with a diverse range of stakeholders to build productive working relationships.</li> <li>5. Highly professional manner and strong interpersonal skills with a courteous, calm, and welcoming demeanour with the demonstrable ability to positively engage with a diverse range of stakeholders and build productive working relationships</li> <li>6. Work cooperatively within a team environment and to also be self-directed and work autonomously without supervision.</li> <li>7. Demonstrable experience in business administration and project management, and highly competent in the use of current and new systems in accounting, projects and finance.</li> <li>8. Demonstrable experience in the supervision of quality management systems, document and records management, workplace health and safety, and risk management.</li> </ol>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Working With Vulnerable People (WWVP) Registration in the ACT.</li> <li>• A minimum of a Diploma or Certificate IV in accounting, book-keeping or related discipline, or advanced study towards such a qualification is required.</li> </ul>

## Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"> <li>• Working with Vulnerable People Check (WwVP)</li> <li>• Teaching Quality Institute (TQI)</li> </ul>	<ul style="list-style-type: none"> <li>• Working with Children Check (WwCC)</li> <li>• NSW Education Standards Authority (NESA)</li> </ul>

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).