

POSITION DESCRIPTION

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

Administration Officer (Student Services)

Position Number	002118
Classification	School Administrative Services Level 5 under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	Merici College, Braddon 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.

Position Overview	As an Administration Officer in Student Services, you will be a part of a team that assists in creating a supportive learning environment for our students. You will play a key role in ensuring there are clear lines of communication between parents, staff and students. In this role, you will keep accurate attendance records, and provide students with appropriate First Aid care while also communicating with parents and staff keeping them well-informed on relevant student matters.
Position Duties	<ul style="list-style-type: none"> • Initiating and handling correspondence and enquiries, which include sensitive information. • Ensure the integrity and sensitivity of information/data entries in the Student Attendance System • Maintain student attendance records and data daily. • Communication with parents daily regarding student absences via SMS messaging and telephone. • Daily responsibility to provide first aid and overseeing medications to students (and staff), supervision of sick bay, maintain stocks of first-aid care supplies • Communicate with Pastoral Care Teachers and Coordinators regarding student attendance and welfare. • Coordinate charity collections through Pastoral Care classes. • Assist with the issuing of student ID cards. • Assist in the Census in February and August each year as per guidelines issued by Catholic Education. • Ensure students are receiving appropriate daily communications. • Collate medical information for whole-year group events. • Draft correspondence, including in relation to confidential matters.

	<ul style="list-style-type: none"> • Provide executive support to senior staff and associated school committees.
Essential Criteria	<ol style="list-style-type: none"> 1. Demonstrated ability to operate a range of office equipment and adapt to technology. 2. High level of communication and interpersonal skills and the ability to work collaboratively as part of a team. 3. Experience with Microsoft Office Suite and the ability to learn additional school-based software packages. 4. Excellent organisation skills and ability to meet deadlines. 5. Demonstrated commitment to and active engagement in personal and professional development. 6. The ability to maintain strict confidentiality and to exercise discretion and sound judgment.
Qualifications	<ul style="list-style-type: none"> • Working with Vulnerable People (WWVP) registration. • First Aid Certificate

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

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](#).