

Position title:	Administration Officer
Reports to:	Principal or Principal's Delegate
Enterprise Agreement:	NSW and ACT Catholic Systemic Schools Enterprise Agreement 2017
Classification	School Administrative Services Level 4

Position Objective

The Administration Officer works collaboratively with other school staff to provide support and assistance to teachers, students and school leadership in the successful delivery of school learning and pastoral outcomes. This position type typically engages in clerical, administrative, communication or technology services within a school.

Knowledge, Skills and Experience

A School Administrative Services - Level 4 employee:

- applies knowledge with depth in some areas and a broad range of skills in a variety of roles and tasks;
- uses discretion and judgement in planning and organising and achieving outcomes in time constraints;
- typically works under the general supervision and direction of a School Administrative Services Level 5 or Level 6 General Employee. This may not apply to General Employees working in primary schools in Regional Dioceses that have an enrolment of less than 100 students where a Level 5 or 6 employee is not employed. Provided also that this will not apply to an ICT support officer; and
- performs duties that typically require a skill level which assumes and requires knowledge and training equivalent to completion of certificate III, or completion of year 12 or completion of certificate II, with relevant work experience.

Indicative Duties

A School Administrative Services - Level 4 employee's duties may include but are not limited to:

- a wide range of professional support, administration, secretarial and clerical duties, including typing, word processing, data entry, maintaining email and computerised records, database information, payroll information (including PHRIS manager functions), staff recruitment administration, casual administration including booking and payment of casuals, Google applications, electronic rolls, attendance records, student enrolments, student information and petty cash;
- assisting with basic follow up of WHS issues and implementation of WHS management system, including checking licenses of onsite contractors;
- undertaking reception and general office duties;
- responding to enquiries from students, parents, employees, and the general public;
- assisting with management of the school office;
- providing administrative support to school executive, including arranging appointments, diaries and preparing both confidential and general correspondence;
- word processing of routine correspondence, including internal and external publications, teacher programmes and teaching aids;
- assisting with the preparation of internal and external publications including school websites, newsletters and other media;

SCHEDULE A

POSITION DESCRIPTION

- providing assistance in various financial management tasks, including preparation of school budget, school fees, monthly reconciliation of finance accounts and GST reports, annual finance and administration rollover;
- assisting with the coordination of school functions and events;
- providing technical and user support including help desk, software upgrades, virus protection, printing systems desktop/notebooks and server maintenance;
- maintaining communication systems and equipment;
- managing and developing school website and intranet;
- assisting with ICT projects as required; and
- assisting with the maintenance of hardware and software components of computer networks.

Position Requirements

General or ancillary employees are required to support the mission, teachings and ethos of the Catholic Church's work in schools. All employees must also demonstrate:

- The ability to work effectively both autonomously and as part of a team
- The ability to follow direction, prioritise and meet set deadlines
- Interpersonal skills in working with a range of personnel
- Strong planning and organisation skills
- Quality in fulfilling assigned work

Work Health and Safety

- A report of incidents and dangerous hazards must be advised to the supervisor on the date of incident, and the immediate danger of any hazard must be removed.
- Compliance and cooperation with reasonable instruction, policies and procedures of the School.

The Employer reserves the right to vary this position description in response to its changing needs.