



<b>POSITION TITLE:</b>	<b>Administration Officer</b>
<b>SECTION:</b>	<b>MacKillop Catholic College, Mount Peter</b>
<b>REPORTS TO:</b>	<b>College Principal</b>
<b>CLASSIFICATION:</b>	<b>Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at <a href="http://www.cns.catholic.edu.au">www.cns.catholic.edu.au</a> ) Level 3</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

#### **CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS**

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22<sup>nd</sup> Century.

*Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.*

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11,500 students and 1,500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

#### **MacKillop Catholic College, Mount Peter**

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**ABN:** 42 498 340 094

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

### MACKILLOP CATHOLIC COLLEGE, MOUNT PETER

**MacKillop Catholic College** ([www.mackillopcatholiccollege.qld.edu.au](http://www.mackillopcatholiccollege.qld.edu.au)), a master-planned Prep to Year 12 College, was established in 2016 with Prep-Year 3 classes. The College will progressively develop by year levels and the first Year 12 cohort graduating in 2025. Guided by the authentic discipleship of Saint Mary MacKillop of the Cross, and the Josephite tradition, our mission, to *inspire hearts, minds and spirits*, is grounded in the vision to provide quality 21<sup>st</sup> century education to the young people in our community.

Teachers play a crucial role at MacKillop Catholic College in the holistic education of the young person, and in promoting the mission and goals of the College, which are to:

- form confident and creative young people who value the ethic of love
- be a safe and welcoming community in which relationships are characterised by Gospel values

The young people in our care should develop skills in building positive relationships and lifelong learning based on those modelled by College staff. As a new College, MCC utilises Innovative Learning Environments (ILEs) to shape student learning experiences and cultivate a school-wide culture of learning that gives primacy to individuated learning through inquiry, meta-cognition, collaboration and integration.

Learning and teaching at MacKillop Catholic College is committed to ongoing teacher development and capacity building to facilitate the continual development and enrichment of the educational experiences and outcomes for all students. A teacher at MacKillop Catholic College should see themselves as a member of the MacKillop family, working in cooperative partnership with parents and the Catholic Community, and seek to support the Josephite mission.

### PURPOSE OF THE ROLE

The Administration Officer in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of roles and tasks in a variety of contexts, with some complexity in the extent and choice of actions required.

Competencies are within routines, methods and procedures. Some discretion and judgement are involved in selection of equipment, work organisation, services, actions, and achieving outcomes within time constraints.

Duties are performed under limited supervision and may be checked in relation to overall progress.

Duties may take the form of broad guidance and involve a level of autonomy when working in teams.

An employee in this position may have limited responsibility for guidance of the work of others. Peer assistance may be provided to others. Team co-ordination may be required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### **Typical duties performed may include, but are not limited to:**

- Carry out a wide range of secretarial and clerical duties at an advanced level, including, word processing and maintaining manual and computerized records.
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.
- Support and participate in College Reception duties, including but not limited to, answering and redirecting phone calls, responding to emails, greeting parents, students and visitors, follow established procedures for student attendance processes and records, received the delivery of goods and services
- Within routines, methods and procedures: provide administrative support to school leadership team members as required
- Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.
- Under direction and within routines, methods and procedures: draft agenda for meetings; assemble supporting documents for informal meetings; take and produce minutes as required.
- Maintain established central filing/records systems in accordance with routines, methods and procedures. This would include: creating and indexing new files, retrieving records; distributing files within the school as requested, monitoring file locations and identifying and processing inactive and closed files.
- Other duties, tasks and projects as directed by the College Principal.
- Maintain appropriate behaviours when engaging with children.

## GENUINE OCCUPATIONAL REQUIREMENTS

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Facilitate the prevention of child harm by recognising and responding appropriately

### **Physical requirements of the position:**

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment



#### MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply.
- Current drivers licence.
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.
- Promote child safety at all times

#### RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

#### ADDITIONAL INFORMATION

The incumbent will need:

- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns;
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

#### EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_