



POSITION DESCRIPTION

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

Clerical Assistant

Position Level	School Administrative Services Averaged – Level 3.1 to 4.3
Salary Range (Full-time)	\$56,057 to \$65,013 (based on skills and experience) <i>Paid pro-rata for part-time appointments</i>
Reports To	Business Manager
Location	Trinity Catholic College, Goulburn NSW
Employment Type	Part-Time
Employment Status	Temporary
Employment Term	12 July 2021 to 18 February 2022
Hours Per Fortnight	70 (8.30am-4.30pm)

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.

Position Purpose	<p>The role of the Clerical Administration Assistant is to provide administrative support in the Front Office to ensure we meet the needs of all students in achieving their maximum potential.</p> <p>At Trinity Catholic College, the Business Manager has responsibility for the supervision of the Clerical Administration Assistant. The Clerical Assistant creates and sustains an environment that, consistent with our Catholic ethos, is characterised by a sense of respect, welcome, warmth and hospitality.</p> <p>In all cases, the Clerical Assistant maintains appropriate levels of confidentiality amongst staff, students and the wider community. The Clerical Administration Assistant is an essential member of the school team.</p>
Position Duties	<p>The successful applicant will be required to undertake the following duties:</p> <ul style="list-style-type: none">• Support the Catholic ethos of Trinity Catholic College;• Complete administrative duties to support Office and Teaching staff as required;• Assist with setup and breakdown of College functions as required;• Help maintain a clean Sick Bay and Office Kitchen area,• Keep confidential, matters relating to students and their families and matters within the classroom and school;

	<ul style="list-style-type: none"> • Attend professional learning and staff spirituality days as required. The Clerical Administration Assistant is only required to attend these events within the allocated hours for that particular rostered working day; • Take reasonable care for the health, safety and wellbeing of all students, staff and visitors within the College; • Cooperate with the College as far as is necessary to ensure the College can maintain a safe work place; and • Notify the College of any WHS matter to ensure the College maintains a safe workplace. <p><i>The above role may vary slightly according to the needs of the College and consequently the Principal may need to vary this role statement.</i></p>
Skills, Attributes and Experience	<p>The successful applicant will possess and be able to demonstrate:</p> <ol style="list-style-type: none"> 1. A sound understanding of, and commitment to, the goals of Catholic education and the operation of Catholic schools. 2. Appropriate tertiary qualifications and relevant work experience. 3. Highly effective organisational, communication, time management and interpersonal skills. 4. An ability and passion for working with young people and their families. 5. An ability to work independently and within a team environment. 6. A willingness to learn and adapt to an often complex working environment maintaining high standards with attention to detail and accuracy. 7. Knowledge, application and competence in the use of information technology packages such as MAZE, Sentral, MS Office, email, EFTPOS and Qkr processing.
Qualifications	<ul style="list-style-type: none"> • Certificate III Business Administration preferred. • Current CPR and First Aid Qualification.

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