



# POSITION DESCRIPTION

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

## Administration Officer

Position Level	School Administrative Level 3.1 or Level 4.1 or Level 5.1
Salary Range	\$32.08 or \$32.76 or \$39.12 per hour (exclusive of 25% casual loading) (based on skills and experience)
Location	Archdiocese of Canberra & Goulburn
Employment Type	Casual

## 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	School Administration employees will provide support to the wider school community, fulfilling the general administrative and reception duties needed within the school.
Position Duties	<p><b>Administration Officer:</b></p> <ul style="list-style-type: none"><li>• A wide range of professional support, administration, secretarial and clerical duties, including typing, word processing, data entry, maintaining email and computerised records, database information, electronic rolls, attendance records, student enrolments, student information and petty cash</li><li>• Undertaking reception and general office duties</li><li>• Basic clerical duties including filing, collating, handling mail, checking figures</li><li>• Operating routine office equipment, such as a computer, photocopier, scanner, facsimile, binding machine, guillotine, franking machine, calculator etc</li><li>• Conveying messages across school grounds;</li><li>• Responding to enquiries from students, parents, employees, and the general public</li><li>• Assisting with management of the school office</li><li>• Providing administrative support to school executive, including arranging appointments, diaries and preparing both confidential and general correspondence</li><li>• Word processing of routine correspondence, including internal and external publications, teacher programmes and teaching aids</li></ul>

	<ul style="list-style-type: none"> <li>• Assisting with the preparation of internal and external publications including school websites, newsletters and other media</li> <li>• Assisting with the coordination of school functions and events</li> <li>• Providing technical and user support including help desk, software upgrades, virus protection, printing systems desktop/notebooks and server maintenance</li> <li>• Maintaining communication systems and equipment</li> <li>• Managing and developing school website and intranet</li> <li>• Assisting with ICT projects as required</li> <li>• Assisting with the maintenance of hardware and software components of computer network</li> </ul>
Skills, Attributes and Experience	<p><b>Successful applicants for the position will have:</b></p> <ol style="list-style-type: none"> <li>1. A commitment to the goals of Catholic education and a readiness to foster the aims and vision in the wider community</li> <li>2. Highly effective communication and interpersonal skills so as to engage positively with colleagues and students</li> <li>3. Applies experience, knowledge and training in planning, organising and achieving outcomes in time constraints</li> <li>4. Initiative and the ability to handle a number of tasks concurrently, and have the flexibility to adjust to changing situations</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>• Must hold a relevant Working with Children registration</li> <li>• Must have relevant work experience</li> <li>• Performs duties that typically require a skill level which assumes and requires knowledge and training equivalent to completion of certificate III in Business Administration</li> </ul>

## 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](mailto:recruitment@cg.catholic.edu.au)