



Role Description

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| Title: | School Officer: Administration and Finance | Location: | Stanthorpe |
| Reports to: | Principal | Classification: | School Officer Level 3 |
| School: | St Joseph's School | Tenure: | Fixed Term, Term Time |

1.0 Purpose

The purpose of this role is to support the Bursar and to work in collaboration with all school administration officers to provide excellence in the whole of office administration support.

2.0 Experience and qualifications

Essential

- a relevant tertiary qualification at Certificate level or equivalent in Business or Administrative Management (or a related field) or a minimum of 3 years' experience in a similar role
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- effective relationship building and influencing skills
- demonstrated experience working with the Microsoft Office suite of products
- advanced interpersonal and communication skills
- demonstrated experience in time management and the ability to prioritise tasks and uphold confidentiality
- empathy with the values and ethos of the Catholic faith
- current Senior first aid qualification

3.0 Key result areas

- 3.1 contribute to and promote the development, alignment, attainment, and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 monitor student attendance, producing absence reports for senior leaders and liaising with parents/carers to verify student absences
- 3.3 provide assistance to student reception, including the provision of first aid where required
- 3.4 perform various finance tasks as directed, to assist in meeting financial service requirements
- 3.5 collaborate and communicate with other members of the school and members of directorates within TCS to ensure that high professional standards are met
- 3.6 complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.
- 4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated, and strategic manner.
- 4.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.
- 4.4 While at work the role holder must
 - take reasonable care for his or her own health and safety
 - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
 - comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
 - co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Authority limits

Full authority is delegated from the Principal to the role holder to produce the desired outcomes. No authority to commit or expend funds exists.

6.0 Reporting and other relationships

The School Officer: Administration and Finance reports directly to the Bussar and Principal within the School. Other significant relationships exist with the school administration and teaching staff and members of the Toowoomba Catholic Schools Office, the Executive Director and the members of the Executive Leadership Team (ELT).

7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

School Officer: Administration and Finance (Level 3)

Contribute to and promote the development, alignment, attainment, and review of the strategic goals for the School and Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the school to achieve the strategies set out in the school strategy and the TCS strategic plan
- attend professional development as appropriate
- document and report on the progress of initiatives in the school strategy and the TCS strategic plan as required

Monitor student attendance, producing absence reports for senior leaders and liaising with parents/carers to verify student absences

- ensure the period by period-accurate and timely submission of rolls, including liaison with teaching staff where necessary (as per legal requirements directed by the Principal)
- generate daily reports of attendance
- notify and liaise with parents/carers to verify absenteeism
- monitor attendance patterns and report to school leadership
- monitor attendance phone line and email inbox
- identify gaps in processes, develop and implement procedures, to ensure effective and efficient administration of student attendance with relevant stakeholders
- apply knowledge and usage of Microsoft Office products, including but not limited to Microsoft Word, Excel, Outlook and Publisher, to prepare various written materials, and maintain and update relevant databases and spreadsheets as required

Provide assistance to student reception, including the provision of first aid where required

- provide administrative support including assistance at student reception
- administer basic first aid to students when required
- monitor students in sick bay, including liaising with parent/carer for collection

Perform various finance tasks as directed, to assist in meeting financial service requirements

- process requisition forms into purchase orders, obtain approval and email to suppliers
- process creditor invoices into the accounting system as directed
- perform other procurement as directed
- prepare receipting, and other finance tasks as directed by the finance team
- ensure sound debtor and creditor management practices are performed
- assist the Bursar with monthly and annual financial reporting and other regulatory returns
- assist all stakeholders regarding financial enquiries in a professional and friendly manner

Collaborate and communicate with other members of the school and members of directorates within TCS to ensure that high professional standards are met

- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- establish and maintain effective communication networks with stakeholders
- work collaboratively with stakeholders

Complete other duties that are directed as needs change or grow if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

- duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the school strategy, TCS strategic plan or other directorate strategies