



Role Description

Title:	School Officer: Administration	Location:	Toowoomba
Reports to:	Principal	Classification:	School Officer Level 4
School:	Good Samaritan College	Tenure:	Permanent, Term time

1. Purpose

The School Officer: Administration contributes to the overall mission of the school and Diocese of Toowoomba Catholic Schools (TCS) by working in collaboration with all school staff to provide excellence in administrative support. Typical school administrative activities that this role may provide support for include enrolment and reporting functions, finance, management and analysis of data, use of applications, document initiation and editing, records management, administrative support to senior leadership, and organisation of school activities and events.

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- qualification at Certificate level or equivalent qualifications and/or demonstrated experience relevant to the position
- effective relationship building and influencing skills
- effective interpersonal and communication skills
- the ability to apply knowledge and skills to a range of tasks
- demonstrated organisational skills including the ability to prioritise and meet competing deadlines
- the ability to exercise initiative and flexibility in working in a team environment with minimal supervision
- demonstrated advanced level skills in the use of the Microsoft Office suite
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

Desirable

- minimum of 5 years' experience in a similar role
- experience in financial administration

3. Key result areas

- 3.1 provide high level administrative support to a wide variety of tasks where there is complexity in the ranges and choice of actions required
- 3.2 complete a wide variety of administrative tasks, applying discretion and judgement for self or others to achieve required outcomes

- 3.3 collaborate and communicate with others to ensure that high professional standards are met
- 3.4 perform a range of financial operational tasks and provide assistance to all stakeholders regarding financial matters
- 3.5 contribute to and promote the development, alignment, attainment, and review of the School Strategy and strategic goals for the TCS
- 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. Statement of responsibility

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
- cooperate 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 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

Administration Officer (Level 4)

3.1 Provide high level administrative support in a variety of contexts where there is complexity in the ranges and choice of actions required

- carry out a wide range of administrative duties at an advanced level; including financial administration activities; production, editing, and proofing of documents; establishing and/or maintaining electronic and hard-copy document and record management systems; administrative support for senior leadership, and other tasks
- maintain a high level of accuracy in all correspondence and administrative documents, using appropriate software programs and adhering to school standards; including the use of style guides, templates and other corporate standards
- maintain data and prepare reports for review and authorisation by supervisor and/or line manager
- draft agendas for meetings, collate other documentation, and take and produce meeting minutes, as requested
- answer non-standard executive correspondence and prepare papers, briefing notes, or other written material, as required
- within a variety of routines, methods and procedures, provide significant financial administrative assistance, as required
- make and record appointments on behalf of others and, where necessary, resolve appointment scheduling issues
- make travel and accommodation bookings, as requested
- receive visitors and delegations for supervisor and/or line manager, and provide appropriate hospitality, as required
- respond to enquiries from both internal and external stakeholders

3.2 Complete a wide variety of administrative tasks, applying discretion and judgement for self or others to achieve required outcomes

- establish work plans to deliver on goals and priorities, and report to supervisor and/or line manager on various tasks, projects and action items; notifying them of issues and making alternative arrangements to ensure that expectations are met
- understand individual and team capabilities and make effective use of own capabilities to achieve outcomes
- apply discretion and judgement in approaching and completing tasks which may vary in their complexity, where required
- ensure that corporate policies, procedures and guidelines are followed
- within a variety of routines, methods and procedures, apply inventory and purchasing control procedures; exercising assigned financial, purchasing and administrative authorities, where required
- apply knowledge of advanced functions of computer software packages (eg Microsoft Office Suite) and applications (eg Sentral), and manage data (eg modify fields of information, develop new databases or spreadsheet models, or graph previously prepared spreadsheets)
- act with discretion, confidentiality, and professionalism when providing administrative support for sensitive matters

3.3 Collaborate and communicate with others 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
- establish and maintain effective communication networks with internal and external stakeholders, and work collaboratively with stakeholders (eg school staff, Toowoomba Catholic Schools Office staff, parents, students, clergy, and community members)
- coordinate tasks across teams, as required
- where directed, take responsibility for the work and organisation of other team members within limited areas, including the training of subordinate staff

3.4 Perform a range of financial operational tasks and provide assistance to all stakeholders regarding financial matters

- assist with College-wide procurement processes including the preparation of purchase orders ensuring compliance with relevant policies and procedures
- process accounts payable invoices and payments into the financial management system and ensure sound accounts payable management practices are performed
- ensure prompt completion of bank reconciliations and end of month financial tasks
- under the direction of the supervisor/line manager and in collaboration with the TCSO support accounting team, assist with regular budget reviews
- assist all stakeholders with financial enquiries in a professional and friendly manner
- complete a range of other financial and administrative operations as required

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

- contribute to the achievement of priorities set out in the School Strategy and TCS Strategic Plan
- participate fully in annual goal setting, monitoring and review of performance in collaboration with supervisor
- identify issues that may impact on work and alert supervisor and/or line manager with suggested improvements or solutions
- attend professional development and team days as appropriate
- document and report on the progress of school strategies and initiatives in the TCS Strategic Plan as required

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

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment