



Role Description

Title:	School Officer: Administration	Location:	Goondiwindi
Reports to:	Principal	Classification:	School Officer Level 2
School:	St Mary's School	Tenure:	Continuing, Term time

1.0 Purpose

The School Officer: Administration provides reception, administrative support and is the first point of contact for the school community, including staff and parents.

2.0 Experience and qualifications

Essential

- ability to provide a range of receptionist and administrative support services
- effective relationship building and influencing skills
- developed interpersonal and communication skills
- ability to apply knowledge and skills to a range of tasks
- demonstrated organisational skills including the ability to prioritise and meet competing deadlines
- ability to exercise initiative and flexibility in working in a team environment with minimal supervision
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement
- empathy with the values and ethos of the Catholic faith

Desirable

- current Senior first aid qualification
- familiarity with the Microsoft suite of products

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 provide reception and administrative support within established routines and procedures
- 3.3 collaborate and communicate with other members of TCS and a range of external stakeholders to ensure high professional standards are met
- 3.4 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

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

School Officer: Administration (Level 2)

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

- contribute as a member of the School to achieve the strategies set out in the School's Strategy and the TCS Strategic Plan
- provide information in line with TCS administrative policies, procedures and guidelines to support TCS staff in their roles
- assist your supervisor in identifying administrative support needs, including identifying service and support issues and offering solutions and improvements and contribute to the development of standardised policies and procedures
- share knowledge with administration staff as directed by your supervisor or line manager
- attend professional development as appropriate

3.2 Provide reception and administrative support within established routines and procedures

- contribute to the day to day administrative support of the school, including identifying service and support issues and offering solutions and improvements
- sort, record, draft, format and check correspondence and documents as directed by your supervisor and/or your line manager/s adhering to TCS standards, including the use of style guides, templates, and other corporate standards
- provide administrative support for meetings
- complete a range of administrative activities and operations as directed
- monitor and maintain levels of stationery and materials for the school
- assist with the maintenance, set up and clearing of conference and meeting rooms and associated hospitality
- assist with organising office maintenance as directed by your supervisor and/or line manager
- operate office equipment within established routines
- complete cash transactions including receipting, balancing and banking

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

- greet and receive visitors to the school
- communicate with internal and external stakeholders e.g. school staff, parents, Clergy, community members
- 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

3.5 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.

- other duties, consistent with the duties and responsibilities of the position as directed by your supervisor, line manager/s or their nominated delegate
- duties may include the completion of project work that presents itself during the operational and strategic review of the actions associated with the School's Strategy, TCS Strategic Plan or other directorate strategies