

# Role Description



Diocese of Toowoomba  
Catholic Schools

## Position details

<b>Title</b>	Administration Manager
<b>Classification</b>	School Officer Level 6
<b>Agreement</b>	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
<b>Reports to</b>	Principal or delegate

## About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

## About the role

The Administration Manager is accountable for the leadership, efficient management and enhancement of the College's administration functions. This role also provides significant assistance to the Deputy Principal in complex scheduling of timetables and engagement of relief staff to cover classes in accordance with industrial instruments and internal procedures.

## Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

1. Under general direction, lead and manage the Administration Team to ensure the delivery of high quality administrative services to the college including budget alignment, timely completion of administrative objectives and compliance with policies and procedures.
2. Guide staff on interpretation and implementation of both Toowoomba Catholic Schools and College specific administrative processes, guidelines and policies.
3. Investigate, analyse and negotiate with key stakeholders to develop strategies, policies and procedures to address identified challenges facing the Administration Team.
4. Provide induction, training and performance reviews for members of the Administration Team including conducting regular check in meetings with staff.
5. In partnership with the Deputy Principal, manage the engagement of relief staff and make recommendations on the most appropriate method to cover classes including budgetary and staffing implications.
6. Maintain accurate records of internal covers and ensure any allocation of covers are provided in accordance with the maximum outlined in the relevant Enterprise Bargaining Agreement
7. Carry out complex scheduling, in accordance with guidelines which may include playground duties, exam timetables, leave arrangements and associated room allocations, exercising discretion where appropriate.

*We value*



Dignity



Potential



Life

Role Description  
Page 1 of 3

**Belief in a better world**

8. Initiate self-directed investigation of system capabilities to maintain up to date knowledge of a wide range of systems, procedures and policies to support College operations.
9. Provide executive support to senior management including generation of varying reports requiring reorganisation of data, diary management, prioritising and responding to correspondence within authorised level of knowledge.
10. Coordinate new staff induction ensuring all staff are provided with the required resources and knowledge to commence in the role.

## About you

To achieve in this role, you will be required to demonstrate the following:

### Eligibility criteria

#### Essential

- Current Queensland Working with Children Clearance (Blue Card) or ability to obtain prior to commencement as required in the Working with Children (Risk Management and Screening) Act 2000.

#### Desirable

- Diploma level qualification in Business Administration or a related field.

### Key success criteria

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith.
- Displayed extensive knowledge and experience across a range of administrative functions including complex scheduling, exporting data, developing reports, tracking expenditure.
- Demonstrated experience in the interpretation and development of guidelines, policies and procedures.
- Proven advanced Microsoft Excel skills and experience working with multiple functions across a range of systems.
- Evidenced excellent interpersonal communication and relationship building skills including the ability to negotiate with a broad range of stakeholders.

## Responsibilities of all TCS staff

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

*We value*



*We value*



Dignity



Potential



Life