



Saint Ignatius College Geelong

ROLE STATEMENT

Administration Assistant to Deputy Principals

Date: 18 January, 2022

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College’s Catholic Ethos
- College’s Ignatian Ethos
- College’s Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.

Nature of this role	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education • The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students • The primary responsibilities of the Administration Assistant to the Deputy Principals is to support the needs of the Deputy Principals and Senior Leadership • This person will ensure that all professional contact with the public is positive and welcoming and promotes the College Ignatian Ethos
The General responsibilities and accountabilities of this role	<ul style="list-style-type: none"> • Direct accountability is to Deputy Principals • There is also accountability to the PA to the Principal for supervision and direction • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Always hold current certification for Level 2 First Aid and Anaphylaxis • Undertake an annual professional review • Support a performance and development culture • Adhere to all College policies as published on the College intranet • Undertake other duties as required by the Deputy Principals and/or the Principal
The specific duties of the role	<ul style="list-style-type: none"> • All administration duties as required by the Deputy Principals and other senior leadership • Diary Management of DP’s as required • Screen and respond to incoming telephone/mail/email enquires • Prepare statistical surveys as required • Minute Secretary for Morning Briefing, and other meetings as required • Prepare and circulate agendas and papers for meetings chaired by Deputy Principals • Provide administrative assistance in the areas of personnel and recruitment, including arranging all forms of advertising, acknowledging all applications, preparing files and coordinating the interview process and keeping a CV data base. • Prepares recruitment advertisements and documents • Coordinate Annual Review Meetings (ARM’s) with the Principal’s PA

	<ul style="list-style-type: none"> • Support the Deputy Principals during major College events including: School Masses, School Assemblies, Parent/Teacher Interviews, College Musicals, Mosaic, Valedictory Dinner, College Open Day, Information Evenings and other relevant College Events • Approve letters/forms on College letterhead in collaboration with the Deputy Principals • Draft correspondence/communications as required • Assist with catering arrangements for school catered events and meetings as required • Maintaining College publications and handbooks as directed by the Deputy Principals • Monitor and maintain a list of staff and a copies of their first aid levels • Monitor and maintain a list of staff and their completion of Mandatory Reporting compliance • Organise functions, meetings as requested • Organise gifts/cards for staff bereavement and illness • In consultation with Year 12 Co-ordinator, Deputy Principal Students and the Development Manager assist with the requirements of Year 12 Valedictory Dinner. • Act as administrator of the Professional Development data base – EM360 • Collate and coordinate the distribution of the following badges/awards; College Leadership, Loyola Award badges and certificates, Academic awards and faculty badges, staff badges • As directed prepare care packages • Monitor and maintain a current staff lists • As a member of the Education Support Team provide backup to Student Services/Reception and financing team • Work collaboratively with the Principal’s PA • All other duties as directed by the Deputy Principals and Principal
	<p>Key Skills</p> <ul style="list-style-type: none"> • High Level of competency with information technology • Knowledge of SAS2000 database or willingness to learn • Knowledge of XUNO, First class and EMS360 or willingness to learn • Proficient use of Microsoft Office, Intranet and Internet • Capacity to manage own time, complete multiple tasks within a set time frame and show initiative • Attention to detail and accuracy • Ability to take ownership of tasks • Internet systems such as Google Forms, Trybooking or willingness to learn • Highly effective communication and team-building skills • Strong interpersonal skills, including the ability to liaise with a range of College stakeholders • Demonstrated capacity to maintain confidentiality • Extensive administrative experience at a senior level including drafting, editing, proof reading and refining documents as required
Child Safety and Pastoral Care	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Maintain currency of child safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College’s pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in relation to your role and the school’s Catholic/Jesuit ethos • Be open to researching areas of interest relevant to directions provided in the school’s strategic plan • Continue development of ICT skills as technologies evolve • Support collegial learning • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role

General, Administrative and School Community Duties	<ul style="list-style-type: none"> • Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school events as required by the Deputy Principals • Attend staff liturgical events and staff faith days
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	<ul style="list-style-type: none"> • Use Information and Communications Technologies to enhance administration • Follow the College's financial requirements in relation to ordering and deliveries
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The role involves participation in the following Co-Curricular activities	<ul style="list-style-type: none"> • Support and, where possible, be involved in the co-curricular program • Where appropriate, nominate participating students for awards or school colours • Create and maintain a safe environment in which students may enjoy their participation • Consider participation in social justice activities/retreats/spiritual programs.
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This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

This position will be a Full Time Education Support and remunerated as per the Victorian Catholic Education Multi Enterprise Agreement 2018.

Hours

8.15 to 4.30pm. (40 minute lunch break)
 Category A – Four weeks Annual Leave

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Mandatory reporting – compliant certificate
- Proof of Covid-19 Vaccination Certificate
- Level 2 First Aid
- Completed "School and Early Childhood Infection Preventions and Control During Coronavirus (COVID-19) training