



Saint Ignatius College Geelong

Role Statement

ESO Administration Assistant - Senior School

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion.

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

Saint Ignatius Learning and Teaching Policy states;

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students
- Saint Ignatius College staff will have a deep knowledge of the content that they teach
- Saint Ignatius College staff will pursue best practice
- Saint Ignatius College staff will achieve this through professional engagement

Overview of Role

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. This person will ensure that all professional contact with the college community is positive, welcoming and promotes the College Ignatian Ethos

Primary Purpose

The Administration Assistant – Senior School is responsible for responding to all enquiries to the Senior School, and the day to day operations of secretarial and administrative support for the Director of Senior School as well as the Senior Certificate Coordinator and WAFE Coordinator as required. The Administration Assistant Senior School is responsible for the VASS administration within the College. It is the responsibility of the Administration Assistant Senior School to inform the Director of Senior School and the Heads of House of all-important enquiries and any potential issues that may arise in the course of the day.

Position in Context

The Administration Assistant Senior School is a member of the College's Administration Team and could be required to provide support in other areas as directed. Primary responsibility is to the Director of Senior School and also has reporting line to the Deputy Principal of Students and Deputy Principal of Teaching and Learning.

- Direct accountability is to the Director of Senior School

Major Duties and Responsibilities

VCE/VASS/VET

- Coordinate and update details for VASS including subject selection, student enrolments, indicative grades and results, including VET result
- Ensure all VCE enrolments are entered
- Distribute VCAA information
- Provide timely, relevant documentation for teachers for VASS input



Saint Ignatius College Geelong

Role Statement

ESO Administration Assistant - Senior School

- Regularly update the VASS system including transferring students and making changes to student details and subject selections
- Coordinate student enrolments, coursework papers and exam arrangements for students studying subjects outside school including VSV
- Organise the storage and distribution of SICG exam papers before, during and after the exam period
- Coordinate/generate seating plans for the VCE exams from VASS
- Arrange the set-up of examination rooms with stationery requirements, special arrangements and other needs as directed
- Attend to VASS upgrade as required
- Ensure a member of staff has been trained as back up VASS Coordinator
- General VASS & VET administration

Administrative Support to the Director of Senior School & Senior Certificate Coordinator

- Prepare documents relating to their requirements (VCE Admin Booklet, VCE Data sheets etc)
- Coordinate requirements for meetings ie; catering, papers, room availability
- Attend meetings and briefings as requested, take minutes and distribute
- Maintaining of confidential student notes/updates (SWAG notes 7 – 12)
- Year 10-12 administration support (sorting, scanning & filing of student information/forms)
- VCE Administration support (sorting, scanning & filing of student information/forms).
- Coordinate/generate Exam Seating plans Year 9 – 11
- Arrange set up of Year 9-11 examination rooms with stationery requirements, special arrangements and other needs as directed
- Assist in the organisation of Senior School events including; Year 12 Retreat, Year 12 Revision Exams, Valedictory, Valette Mass, Graduation ceremony, Year 12 Jackets, Celebration Day and assemblies.
- Other duties as requested

SICG Content Management System (The HUB) Administration

- Work with key stakeholders to upload documents onto the SICG Hub
- Maintain the documentation on the Hub to ensure that it is up to date
- Promote the relevant documents to staff to keep staff informed

General Administration

- Liaise as necessary with stakeholders (e.g. DP Assistant/Facilities)
- Maintain office supplies and stationery - Senior Centre
- Schedule and maintain digital signage in the - Senior Centre
- Oversee maintenance of shared spaces in the - Senior Centre
- Work with and support other Administration staff (Reception etc)

Key Skills

- Proven administrative experience
- Commitment to promoting Saint Ignatius College
- Strong oral and written communication skills
- Collaborative team member with the ability to work with a variety of stakeholders as required
- Excellent judgement/problem solving
- Excellent judgement/problem solving skills
- Commitment to excellent customer service
- Level 2 First Aid
- Proficient computing skills in Microsoft Office, VASS (or willingness to learn)
- Excellent organisational and time



Saint Ignatius College Geelong

Role Statement

ESO Administration Assistant - Senior School

- skills
 - Ability to treat sensitive material with confidentiality
 - Enjoyment of, and ability to relate to young people
 - Reliability and strong time management skills
- management skills
 - Flexibility with hours/days when required – some out of hours work will be required as a part of this role.

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website. Staff must Have a demonstrated understanding of Victoria's 11 Child Safety Standards
Have a demonstrated understanding of appropriate behaviour when engaging with children
Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

Provide students with a child-safe environment
Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety
Maintain currency of Child Safe training
Demonstrate a duty of care to students in relation to their physical and mental wellbeing
Proactively monitor and support student wellbeing
Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values
Implement strategies which promote a healthy and positive learning environment
Attend all school assemblies
Attend school liturgical celebrations
Attend school organised activities relevant to house or year level, as required
Responsibility for the behaviour of all students
Responsibility for the appearance of all students and to model appropriate dress by adhering to the dresscode policy as published in the staff handbook

Professional Development

Commit to ongoing professional development in relation to your role
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
Participate in the staff appraisal and review process annually
Be an active member of a relevant professional association as duties permit
Support collegial learning
Participate annually in Ignatian professional development
Maintain currency of first aid, mandatory reporting and anaphylaxis training
Uphold the professional standards expected of this role

Co-Curricular Involvement

Support and be involved in the co-curricular program
Proactively encourage students to participate in co-curricular activities
Act as a role model for participating students
Create and maintain a safe environment in which students may enjoy their participation



Saint Ignatius College Geelong

Role Statement

ESO Administration Assistant - Senior School

Oversee the provision and care of relevant equipment materials and first aid requirements
Where appropriate, nominate participating students for awards
Consider participation in social justice activities/retreats/spiritual programs.

General and Professional Responsibilities

Develop and maintain, at all times, collegial and professional relationships with colleagues
Be respectful of spiritual and social values of the college
Ensure the safety of our community by attending to OH&S issues in an appropriate and timely manner
Support a performance and development culture
Adhere to all College Policies and Procedures

General and School Community Administrative Duties

Contribute to a healthy and safe work environment for yourself and others and comply with all safework policies and procedures
Demonstrate duty of care to students in relation to their wellbeing
Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day/Tours, Mosaic Evening and other events as required by the Principal
Attend staff liturgical events and staff faith development days
Use Information and Communications Technologies to enhance administration procedures

Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
Attend all relevant school meetings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities
Contribute to the life of the College by participating in College functions, events, etc.
Other duties as directed by the Principal

Time Allocation:	Category "C" Hours 8.15 to 4.30 pm (40 minutes for lunch) 38 Hour week
Remuneration	According to Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

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.

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Mandatory reporting – compliant certificate every 12 months
- Level 2 First Aid