

Position Description

Campus Administration Officer Secondary South Morang

Purpose of position	The Campus Administration Officer will deliver administrative support including student attendance monitoring for the effective operations of the Campus.
Staff Team	<ul style="list-style-type: none"> Administration Team
Reporting to	Deputy Principal – Head of Campus
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Blvd, Doreen
Classification	Education Support Officer Level 3, Category B
Salary and benefits	<ul style="list-style-type: none"> Salary as per Catholic Education Multi Enterprise Agreement 2022 Significant opportunities for professional learning Salary range (at time of advertisement): \$75,828 to \$85,918
Commencement date	July 2026
Employment conditions	<ul style="list-style-type: none"> Full-time Ongoing position Hours of employment are: 8.00am to 4.06pm, Monday to Friday, 30-minute lunch break. <p>The successful applicant will be subject to a satisfactory National Police Record Check and Employee Working with Children Check.</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Qualifications and experience	<p>Relevant experience in administration related positions is an advantage.</p> <p>Experience with data entry and use of the Office 365 suite is an advantage.</p>

Experience with school data management systems (Synergetic and SIMON) is an advantage.

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people

Key duties and responsibilities

- Provide administrative support for the campus:
 - Greet students, parents and other guests to Campus Reception
 - Answer phone calls directed to the Campus or those which maximise College Reception at points in time
 - Lead the management of student attendance monitoring
 - Monitor and process student arrivals and departures
 - Process documentation for excursions and other events including adding information to the Student Activity Locator
 - Assist Campus Leadership Team members and other campus leaders under the direction of the Deputy Principal – Head of Campus with tasks including booking meetings, taking minutes and assisting with events and campus functionality
 - Collect or take messages to students
 - Make bus and venue bookings
- Foster the culture of Child Safety at the College
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Strong skills in using the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiples tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team
- Ability to handle sensitive and confidential information appropriately
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

All staff of the College are expected to understand and realise child safety and wellbeing related policies and procedures including:

- MACS Code of Conduct
- Child Safety Code of Conduct
- Child Safety Policy
- Child Safety and Wellbeing Procedures
- All policies can be located via: [POLICIES | Marymede Catholic College](#)

Staff are expected to take very seriously their responsibilities related to:

- care for children
- supervision of children
- maintaining professional boundaries with children
- Mandatory Reporting
- Reportable Conduct Scheme
- Being aware of potential signs of harm for children
- Information sharing
- Record keeping

Please be aware that all staff, contractors and volunteers are required to have working with child clearances (Working With Children Check or VIT Registration unless there is a valid exemption). This is sighted, verified and recorded.

All staff, contractors and volunteers are required to have proof of identity sighted prior to entering the Campuses of the College or engaging in child-related work.

Please be aware that essential or relevant qualifications, history of work involving children, and references addressing suitability for the job and working with children are collected and recorded for staff, contractors and volunteers.

Position description updated:

May 2026