

Position Description

Casual Administrative Assistant

Purpose of position	The Casual Administrative Assistant provides administrative support for the effective operations of the Campus.
Staff Team	<ul style="list-style-type: none"> • Internal liaisons – all staff. • External liaisons – parents/guardians of students, staff, students, contractors, and suppliers.
Reporting to	Deputy Principal Head of Campus
Location	Marymede Catholic College: - 60 Williamsons Road, South Morang - 139 Eminence Boulevard, Doreen
Classification	Education Support Officer Level 3, Category A
Salary and benefits	<ul style="list-style-type: none"> • Salaries and conditions are set by the Catholic Education Multi Employment Agreement 2022. The position would be recompensed according to the scale for a full time Educational Support Category A depending on experience and qualifications.
Commencement date	
Employment conditions	<ul style="list-style-type: none"> • Casual <p>The successful applicant will:</p> <ul style="list-style-type: none"> • be subject to a satisfactory National Police Record Check and Employee Working with Children Check <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:</p> <ul style="list-style-type: none"> • Customer Service • Prior experience with Teams as main telephone system. • Working knowledge of other MS Office applications including Excel, Word, Powerpoint and Outlook as well as working knowledge of Synergetic (database) and SIMON (intranet). Advanced level preferred. • Sound communication skills, both written and verbal. <p>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.</p>

Key duties and responsibilities

- Provide administrative support for the Deputy Principal – Head of Campus across the breadth of their roles:
 - Assist with calendar management
 - Prepare materials for various commitments
 - Prepare agendas/minutes for various committees as chaired by the Deputy Principal
 - Prepare correspondence as required
 - Assist with the management of correspondence and publications
 - Maintain files and records
 - Manage correspondence for the Deputy Principals
 - Complete letters regarding student suspensions
 - Assist with the organisation, conduct and preparation for special events
 - Assist with the management of correspondence and publications
 - 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
 - Assist with managing student attendance
 - Monitoring and process student arrivals and departures
 - Assist with the processing of 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
 - Assist with collecting or taking messages to students
 - Assist with 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 multiple 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.

Position description updated:

February 2024