



POSITION DESCRIPTION

POSITION: Administration Officer STATUS: Term-time, Continuing
REPORTS TO: The School Principal and/ or Nominee DATE:
CLASSIFICATION: SO Level 3 COLLEGE: Marist College
EMPLOYEE NAME:

Purpose of Position:

Under limited supervision of the Principal or nominee provide administrative support with a depth of knowledge and broad range of skills which facilitate the maintenance of office management systems which serve the educational function of the College.

Key Characteristics:

Skills: Demonstrate tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy
Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Apply knowledge with depth in some areas & a broad range of skills
Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints
There is a range of roles and tasks in a variety of contexts
There is some complexity in the extent and choice of actions required
Work within routines, methods and procedures

Supervision: Work will be carried out under limited supervision and may be checked in relation to overall progress
Broad guidance will be provided
May involve a level of autonomy when working in teams

Supervision of Others:
Peer assistance may be provided to others
An employee may have limited responsibility for the guidance of the work of others
Team coordination may be required

Qualifications: Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required

Typical Duties:

Typical duties performed include, but are not limited to:

- Practice confidentiality in relation to all aspects of the role
- Carry out a wide range of secretarial and clerical duties at an advanced level, including typing, word processing and maintaining manual and computerized records
- Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures
- Prepare and process payroll transactions within routines, methods and procedures
- Within routines, methods and procedures: provide administrative support to senior management; arrange appointments and diaries; and prepare correspondence
- Assist in the preparation of internal and external publications

- Assist in the enrolment function including handling initial enquiries and arranging interviews
- Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets
- Under direction and within routines, methods and procedures: draft agenda for meetings; assemble supporting documents for informal meetings; take and produce minutes
- Draft and type routine correspondence from brief oral or written instructions. Respond to requests for information including drafting routine correspondence in reply
- Maintain established central filing/records systems in accordance with routines, methods and procedures. This would include creating and indexing new files, retrieving records; distributing files within the school as requested, monitoring file locations and identifying and processing inactive and closed files
- Maintain a store through such duties as participation in ordering and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers and responsibility for keys
- Make and record appointments on behalf of another and, where necessary, resolve involved appointment scheduling problems
- Make travel and accommodation bookings in line with a given itinerary
- Within routines, methods and procedures carry out liaison between the school, the student and the student's family where some discretion and judgement are involved

Specific Duties:

- General administration duties.
- Respond to all verbal and written enquiries regarding enrolments for Years 7 – 12 at the College.
- The processing of new enrolment applications and changes to enrolment details on TASS.
- Written correspondence to new parents regarding enrolment requirements, interviews, offers and confirmations of enrolment.
- Assist with specific College Events for and related to enrolments such as: Parent Information Sessions, Opening Days and Orientation Day, assist with conducting new student enrolment tours of the College
- Organisation enrolment interviews including booking schedules and interview materials
- Provide office-based clerical assistance as directed
- Assist with counter and telephone enquiries as required
- Manage the College OnBase Enrolment system processes online
- Enrolment articles for the College Newsletter within specific timelines.
- Distribute enrolment information to current families by email.
- Assist with setting up the College needs for Reading Plus and PATR Testing programs utilized by Subject Departments.
- Respond to Student Departure notifications. Following through with Student Departure Forms processes.
- Creating Reports when necessary for Leadership and Department Heads.
- Assist with preparation and distribution of internal and external publications (e.g., staff and student notices, exams, curriculum booklets, teaching programs).
- Responsible for general management of document retention (archiving). File student and general correspondence
- Relieve the administration officer/student desk each lunch break.
- Assist with students in Sick Bay.
- Complete tasks as directed by the Business Manager.
- Provide assistance to College Assemblies by setting up and running the audio equipment e.g., microphones, videos and electronic screens.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date