

St John's Regional College is a Catholic Co-Education College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St Johns Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John's Regional College are our most valuable resource. Every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

All people who carry out work in any capacity for MACS is required to acknowledge and accept that in the performance of their duties and responsibilities, they act consistently with the Statement of Mission and the Code of Conduct for MACS staff.

## KEY RESPONSIBILITY AREAS AND DUTIES

### POSITION OBJECTIVES

To provide operational and administrative support under a pilot program to reduce the administrative burden of Teachers.

### KEY RESPONSIBILITIES

#### Responsible to:

The teacher administration assistant role is an Education Support Employee appointment responsible to the Business Manager

#### Collaborates with:

The administration assistant is guided by the College Curriculum Leaders for day to day operations and the Business Manager for all other matters (including excursion management). This role also involves collaboration with the Daily Organiser, Student Engagement Leader, IT, Maintenance, Finance and other relevant College personnel regarding the effective functioning of College.

### General Duties

- Assisting with the organising and co-ordination of school classroom events, camps, excursions and extra-curricular activities, including booking venues, transport, buses, supporting the drafting of risk assessment paperwork etc
- Co-ordination of permission and payments for any extra curricular activities such as camps and excursions
- Preparing classroom and learning resources, sourcing learning materials under the direction from teachers and following up on student attendance data
- Ordering classroom supplies, completing purchase orders, unpacking and sorting deliveries, auditing of classroom materials and resources
- Assisting teachers with various classroom activities
- Administration of VET student enrolments and attendance
- Communicating non-academic information to parents/carers through SEQTA
- Organising and setting up parent teacher interviews including academic progress meetings
- Minute taking and co-ordination of meetings with Parents as required

Due to the nature of the role, on occasion, some duties will need to be performed at times other than during the day, including after-hours in the evenings and on weekends with time in lieu available.

In addition to your daily duties you may be required to undertake other duties commensurate with your skills and experience that are assigned to you by members of the Curriculum Team and College Leadership Team from time to time.

## POSITION REQUIREMENTS

### Skills and Experience

- Extensive experience in co-ordination of events and activities
- Basic understanding of risk management associated with camps and excursions
- Demonstrated ability in utilising contemporary software applications, including but not limited to, Adobe Pro, and the Microsoft Office suite of applications including Outlook, Word, Excel, PowerPoint, and database package programs.
- Very well developed interpersonal, verbal, and written communication skills
- Proven ability to work autonomously and a demonstrated, well-developed ability in time management and organisational skills, including prioritisation and meeting deadlines in a fast-paced environment with competing demands.
- Strong attention to detail/compliance and a focus on taking action to close out tasks.
- Capacity to work collaboratively, sustain professional relationships and build an effective team culture
- Demonstrated problem solving and analytical skills

### Personal and professional conduct:

- Demonstrate a commitment to the Catholic ethos, policies and practices of St John's Regional College;
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community
- Have regard for the need to safeguard students' well-being and respecting individual differences and diversity by following relevant statutory guidance along with MACS and College policies and procedures
- Professional and neat appearance
- Commitment to continuous improvement and efficiency with a pro-active attitude
- A personal sense of initiative, enthusiasm and a high level of energy
- Demonstrate a positive, can-do, go-the extra-mile attitude
- Ability to show empathy and act in a confidential and professional manner
- Attend relevant Professional Learning consistent with ARM and Annual Goals (including Education Support Employee Professional Learning under the direction of the Business Manager)
- Attend College events as required

### Working with others

- Recognise and respect the role and contribution of other professionals, by liaising effectively and working in partnership with them
- Share knowledge to inform planning and decision making
- Work collaboratively with subject teachers and other colleagues, including visitors

## CONDITIONS

Conditions are as per the Catholic Education Multi Employer Agreement 2022.

<b>Classification</b>	Education Support, Category C
<b>Employment Status</b>	Fixed Term – Pilot Program – 12 months
<b>Time Fraction</b>	Full Time
<b>Hours of Work</b>	8:00 AM to 4:06 PM
<b>Leave</b>	7 weeks paid leave (to be taken during school holidays)
<b>Other Requirements</b>	Working With Children Check for Victoria National Police Record Check Level 2 First Aid (including asthma and anaphylaxis)

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

## OCCUPATIONAL HEALTH AND SAFETY

At St John's Regional College, we are committed to creating a safe and healthy workplace for everyone.

- All employees play an important role in upholding our Occupational Health and Safety (OHS) standards. We all share responsibility for maintaining a safe environment, and we ask that you:
- Look out for yourself and others by taking reasonable care in everything you do and avoid any actions that would put others at risk.
- Speak up by reporting any hazards, incidents, or near misses through our established procedures.
- Follow safety guidelines by adhering to our policies, procedures, and instructions.
- Work together by cooperating with any safety measures or initiatives

## CHILD SAFETY

St John's Regional College promotes the safety, wellbeing and inclusion of all children. We are a child safe employer committed to the welfare of young people in our protection.

All employees and volunteers will be required to comply with our Child Safety and Wellbeing Policy and our Child Safety Code of Conduct. This includes:

- Ensuring adherence to all child safety standards and mandatory reporting requirements
- Attending training to maintain compliance with all child safety legislation, standards and regulations
- Completing all mandatory reporting in a timely manner
- Escalating and reporting all matters related to student safety immediately
- Understanding and working diligently to deliver student duty of care responsibilities