

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

The College is committed to the safety, wellbeing and inclusion of all students. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and must adhere to the Child Safety Code of Conduct.

All staff engaged in any capacity for MACS are required to acknowledge and accept that, in the performance of their duties and responsibilities, they act in accordance with the MACS Statement of Mission and the Code of Conduct.

POSITION OBJECTIVES

The Casual Administration Assistant provides administrative support to ensure the smooth day-to-day operation of the school office. Working on an as-needed basis, this role is responsible for supporting staff, students, and families through a range of school related tasks.

The position requires flexibility, strong organisational skills, and the ability to step into a busy environment and provide efficient, friendly support.

POSITION REQUIREMENTS

Skills and Experience

- 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/accounting 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.
- Highly developed attention to detail
- 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
- 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
- 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

Working with others

- Recognise and respect the role and contribution of other professionals, by liaising effectively and working in partnership with them
- Work collaboratively with subject teachers and other colleagues, including visitors

CONDITIONS

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

Classification	Education Support Employee
Employment Status	Casual
Other Requirements	Working With Children Check for Victoria National Police Record Check Level 2 First Aid (including asthma and anaphylaxis)

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

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies via SEQTA and Teams

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.

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- 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