EDUCATION SUPPORT EMPLOYEE – ADMINISTRATION OFFICER ROLE DESCRIPTION

The Administration Officer provides a support service to the students and staff of the College.

Qualifications/Experience Requirements to Meet Objectives:

- Working knowledge of Microsoft applications including Excel, Word, Powerpoint, Outlook
- Working knowledge of SIMON Learning Management System (can be taught on-the-job).
- Advanced communication skills, both written and verbal.
- Level 2 First Aid qualification.
- A successful Working with Children Check and a Police Check.

Working Relationships:

- Internal liaisons – all staff.
- External liaisons – parents/guardians of students, staff, students, contractors and suppliers.

Decision Making and Accountability:

- The position, in conjunction with the Business Manager, is required to exercise judgment in ensuring the image of the College presented to the public is in accordance with the Mission and Vision Statements and that appropriate hospitality is extended to all visitors.
- Has authority to make daily decisions in relation to consumables and minor staff/student admin queries, so as to maintain an efficient and effective administration workplace.

Key Results Areas and Accountabilities:

Daily Duties

- Greet and treat all School visitors, Staff and Students in a friendly and professional manner
- Operate Telephone System to answer the phone, check voicemail messages and transfer calls
- Screen calls for the Principal and Business Manager
- Take messages and arrange meetings for staff – relay all messages via email.
- Take messages and relay to students at recess, lunch and after school
- Administer the signing in/out of students (i.e. late passes, leave passes, etc.) and staff & Visitors
- Maintain office, foyer, meeting rooms, Board Room and copy room
- Collect mail, sort and distribute to staff
- Ensure outgoing mail is processed and posted daily (including couriers as required)
- Maintain daily attendance records of students
- Cross-check rolls (Homeroom and Period 1), & trigger SMS for all absentees.
- Collate and enter into SIMON all student activities e.g. SWL, SBA, VET excursions etc.
- Manage enquiries and enrolments through EnquiryTracker
- Collect/collate excursion permission forms from students
- Input of class rolls when necessary and run the student absence report on a daily basis

- General assistance to staff including typing, copying, laminating, data entry and reports
- Take bookings for College Stadium and prepare invoices
- Receipt over-the-counter monies coming into the school
- Assist unwell students, administer First Aid and/or phone parents to collect, as per school Policy
- Arrange with local media re photos/functions
- Work after hours to include Year 7 interviews, Parent/Teacher Interviews and St Brigid's College Open Day, along with other nights as requested
- Maintain Office stationery supplies and oversee maintenance calls for school copier/printer fleet
- Place advertisements for staff as/when requested by Principal or Business Manager
- SMS parents to collect their child after excursions, or other school activities as appropriate
- Monitor and Maintain the school's Working with Children register. To include a check of the register each term and to inform the principal and relevant person if their WWCC will expire within one month
- Other duties as requested by the Business Manager or the Principal

Weekly Duties:

- Collect information, produce and publish weekly newsletter

Monthly Duties:

- Assist with other monthly duties as directed from time to time

Annual Duties:

- Arrange Year 7 interview times and assist with Parent/Teacher interviews (time-keeper).
- Produce, distribute and record Medical, Media and Internet forms
- Organize immunizations for staff and students

Personal Attributes:

- Excellent interpersonal communication skills and ability to relate to all sections of the St Brigid's Community i.e. staff, students and parents (both prospective and current).
- Flexibility and a willingness to adapt to change
- Ability to work independently with a minimum of supervision
- Be a willing enthusiastic, effective and consistent "Team Player"
- Enthusiasm and a positive attitude
- Ability to exercise initiative
- Honest and trustworthy.
- Discretion and confidentiality.
- Punctuality.
- Ability to work under pressure and meet deadlines.
- A commitment to ongoing Professional Learning.

Award and Conditions:

Title	Administration Officer – Front Office
Classification	Education Support Employee
	Category B The position holder normally works during the school term only and receives paid school holidays
Time fraction	Full Time or Part Time. Hours of work: are agreed upon between the employee and employer. Normally between 8am & 7pm
Award	In accordance with the Catholic Education Multi Employer Agreement 2022 (CEMEA-2022). This will be revised under the new MEA due in late 2026.
Value Range	Salary level commensurate with experience and qualifications
Employment status	Contract

Prepared: Feb 2014	**Date**	**Comment**
Updated/Reviewed:	**Mar 2018**	**Cosmetic-Placed on new school template**
Updated/Reviewed:	**May 2019**	**Reference to VCEMEA-2018**
Updated/Reviewed:	**Apr 2024**	**Updates to reflect new CEMEA**
Updated/Reviewed:	**October 2026**	**Minor updates to duties**
Due for Review:	**December 2028**	