



Position Description

Position Title	Student Reception/Administration Support
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
Location	Nathalia
Enterprise Agreement and / or Award	Catholic Education Multi-Enterprise Agreement 2022
Classification	Education Support Employee Category B
FTE	1.0
Status	Ongoing
Reports to	Deputy Principal Faith and Charism

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Mary of the Angels Secondary College is a co-educational Year 7-12 Catholic Secondary College located in Nathalia. The College serves the Goulburn and Murray Valleys and southern NSW regions

and surrounding areas. St Mary of the Angels Secondary College provides excellent learning opportunities for students in years 7-12 with a focus on contemporary teaching practice and student engagement, meeting the needs of a range of learners with diverse educational pathways

Position Summary

The Student Reception/College Administration staff member will be required to work as a supportive and positive member in a team environment within the College Administration team and the wider College community. At times it may be necessary to share and/or rotate jobs between Educational Support staff to ensure the smooth operation of the office.

All members of staff are expected to support the College’s Catholic ethos, traditions and practices, and always apply these to their work.

Key Responsibilities

<p>Administration/Student reception</p>	<ul style="list-style-type: none"> • Manage the Student Reception desk <ul style="list-style-type: none"> ○ Assist all students who present to Student Reception with various issues and attend to or redirect as necessary • Point of contact for staff, students and parents when required • Liaise with staff and students to facilitate efficient and effective communication <ul style="list-style-type: none"> ○ Issue PA announcements as required ○ Manage manual bells as required • Ensure student/family/staff database is kept up to date (SAS, SIMON, PAM and school database) <ul style="list-style-type: none"> ○ Organise and keep student health management plans up to date and ensure that information about students with chronic health conditions (including allergies) is communicated to all members of staff via updated inserts in staff handbooks (to include photos) • Administration link to our families and communicating information about: <ul style="list-style-type: none"> ○ Re-enrolments ○ Bus contracts ○ College photos ○ Immunisation • Provide assistance and adhoc notices as required with College excursions, maintaining permission through SIMON and monies when required. • Liaise with Deputy Principals Executive Assistant (DPEA) <ul style="list-style-type: none"> ○ Notify Deputy Principal Wellbeing and Student Development of any students presenting with wellbeing issues
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	<ul style="list-style-type: none"> • Answering the telephone and providing assistance as required, usually with families and parents • Keep abreast of staff and student notices on SIMON • Support the coordination of Learning Advisor interviews • Support the maintenance of College photocopiers, ordering of toners/supplies • Purchase locks for incoming Year 7 students (start of Term 4) <ul style="list-style-type: none"> ○ Maintain lock database • Liaise with Careers and Pathways staff regarding VET/Work Placement/Work Experience • Maintain SIMON attendance passes as relevant, including VET/work placement, activities • Provide administrative support to DP EA with: <ul style="list-style-type: none"> ○ The formation of permission/excursion/camp letters, brochures and booklets as required ○ Within Nathalia Town Boundary notes at the start of year ○ Excursions/letters • PAM - monitor parent consent • Print medical info after parent consent
<p>Attendance tracking</p>	<ul style="list-style-type: none"> • Assist staff through the use of the Learning Management system (SIMON), update student attendance data throughout the day, generate letters and assist with monitoring students' class passes • Track attendances including absences, leave in and out of sick bay and absence text notices • Attendance monitoring (officer) including VET • Attendance monitoring and redirect to Learning Advisor / Homeroom as required • Homeroom lists and maintenance • VRQA data entry as required • In the event of an Emergency Evacuation provide the current student attendance report and assist designated staff to reconcile students' whereabouts • Manage student data for camps, excursions or camps • Support the Deputy Principal Student Wellbeing and Student Development through the reconciliation of student attendance records on a daily basis including <ul style="list-style-type: none"> – unmarked rolls; – conflicts in student attendance data including School – daily unexplained absences; and – contact families regarding absence/PAM permission as directed by Wellbeing Team Member if necessary (Homeroom/Learning Advisor teaching unable to make contact). • Input of Parent Notified Absences as required • Release daily classroom rolls in the absence of Daily Organiser

<p>General accountabilities for all Staff</p>	<ul style="list-style-type: none"> • Demonstrate duty of care to students in relation to their physical and mental wellbeing • Be well informed and comply with the College’s obligations in relation to Child Safe Standards • Adhere to standards and processes for reporting suspected child abuse • Adhere to the College’s professional dress code for staff • Attend Staff professional learning days as required • Demonstrate professional and collegial relationships with colleagues <ul style="list-style-type: none"> • Commit to and actively support the College’s agenda for continuous improvement through participation in school improvement planning • Support the Catholic and Franciscan ethos of the College as articulated in the Strategic Plan • Be familiar with and comply with all College policies and procedures • Attend Administration Staff meetings as required • To perform other duties as requested by the principal/ Executive Team
<p>First Aid and Health Services (Emergency First Aid, Student Well-Being)</p>	<ul style="list-style-type: none"> • Provide First Aid assistance to students in sickbay and assist with the organisation of student transfer to further medical assistance or home • Maintain appropriate First Aid qualifications as required within the expectations of the role • Ensure that adequate First Aid supplies are always available for use and be responsible for the ordering of required supplies. (This included the monitoring of all First Aid Kits) • Ensure supplies are stored in such a manner that they can be easily identified and are accessible by any person rendering assistance to students • Ensure and maintain clearly labelled medications for each student are stored appropriately • Monitor and support people who are in the school Sick Room, contact parents as required • Accompany students or staff members in an ambulance or vehicle to a doctor or hospital, as required to provide information relating to medical history or assistance already rendered at the College • Liaise with the parents / carers of students in relation to managing the ongoing welfare of the student and to ensure all student health information is up to date and accurate • Have a full knowledge and understanding of emergency procedures, College policies and the legal requirements associated with providing a safe environment for students and staff

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Qualifications in Office Administration are desirable, but not essential. • Current Working With Children Check and National Criminal History Check.
	Knowledge and Experience	<ul style="list-style-type: none"> • Experience in office administration is desirable.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
	Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
	Skills and Attributes	<ul style="list-style-type: none"> • Experience in dealing with large volumes of calls in an efficient and professional manner. • Excellent written and interpersonal communication skills. • Friendly, confident and professional personal appearance. • Excellent organisational and time management skills. • An ability to work as part of a team. • An ability to multitask and prioritise effectively. • An ability to work independently and to be proactive.

		<ul style="list-style-type: none">• An ability to work under pressure.• An ability to meet deadlines.• Excellent computer skills with sound knowledge of Microsoft Suite
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