

Location:	Xavier College Gawler Belt, Two Wells and Evanston, Riverlea
Employment Status:	Permanent, Part-time
Classification Level:	As per CESA Enterprise Agreement 2020, Education Support Officer, Grade 2, Administration (Plus First Aid Allowance)
Normal hours of work:	9.00am – 4.30pm Monday – Friday
Stipulated number of ordinary hours:	35 hours per week, 41 weeks per year

- Arrange and organise, group meetings and events including meetings with parents and caregivers, external agencies and parent teacher nights.
- Assist with the administration of enrolment activities including preparing information packs and arranging interviews and other general administrative duties as directed.
- Provide meeting support including preparation of agendas from information provided, assemble documentation and distribute notes/minutes ensuring adherence of required confidentiality.
- Use approved school systems to undertake student reporting for internal and external purposes as required.
- Utilise relevant data systems to maintain and generate standard reports, ensuring timely distribution of student and staff records, including medical and emergency contacts, absentee lists, and class rolls.
- Support with the coordination of appointment times for recruitment processes and liaise directly with the Human Resources team and panel members.
- Assist with the general organisation of excursions and associated requirements e.g. booking transport, contacting relevant organisations, compiling permission slips etc.
- Undertake mass production of printed material and documents as required including copying, collating, stapling, binding, folding and cutting.
- Assist with the preparation of school communications e.g. newsletters, as required.
- When required, provide administrative support for school sport activities as applicable including maintaining team lists, playing schedules, players and coaches database, collation of information for inclusion in newsletters etc.
- As a designated First Aid Officer, provide timely first aid assistance for students and staff. Maintain appropriate First Aid facilities and accurate First Aid records including confidential, accurate and current Medical Emergency Plans for students.
- Assist the Administrative Officer with ensuring first aid kits are stocked and ready for use at all times.
- Actively participate in school events/activities, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated experience in a comparable office position/environment and the ability to perform a wide variety of general administrative duties. Experience working in a school environment is desirable.
- Proficient computer skills particularly using Microsoft Office (i.e. Word, Excel, Outlook) and databases and operating a range of general office equipment (i.e. business phone system, computer, photocopier/scanner, binder, shredder).
- Strong interpersonal and communication (written and verbal) skills for positive interaction and collaboration within the team, broader school community and with external parties.
- Able to take responsibility for own work outcomes, carry out role requirements under general supervision and take instruction on unusual, non-routine, difficult or new practices.
- Ability to apply a range of well developed interpersonal and work-related skills to a variety of predictable problems and occasional unpredictable problems consistent with knowledge.
- Demonstrated experience in utilising some discretion and using judgement to interpret available information.
- Good organisational skills and ability to prioritise tasks to achieve specified outcomes within required timelines.
- Demonstrated ability to maintain appropriate confidentiality.
- Willingness to positively support school activities/events, attend meetings and undertake required training.
- Ability to follow procedures and support others as appropriate during unexpected situations or emergencies.

Role Requirements

- A Certificate III in Administration or Business (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Experience working in a school setting is highly desirable
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education Training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.