



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

Reporting Relationship

Under the direction of the Administrative Coordinator and Head of Campus – Two Wells for overall operations, the College Executive Officer for overall operations and ultimately responsible to the Principal of the College (or delegate).

Broad Purpose

The Front Office Administrator will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect, Understanding, Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

Under general supervision, carry out a wide range of reception and general administrative duties to assist leadership, staff, visitors and other members of the school community. The Front Office Administrator will provide efficient and responsive customer-focused administration support.

The Front Office Administrator is responsible for creating a professional impression to effectively handle the flow of people and enquiries and support the day-to-day running of the administrative areas.

Key Responsibilities

- As the first point of contact for the school, maintain a professional reception area, greet visitors warmly and provide a quality customer service to those requiring it by responding to and/or referring enquiries as appropriate.
- Carry out a wide range of administrative duties including word processing, maintaining email and computerised records; filing in accordance with CES policy and practice; maintain records and record systems.
- Operate a range of office equipment including effective use of the telephone system, photocopier/scanner, printer, binding machine etc.
- Provide administrative support to school leadership including calendar entries, making appointments, preparing routine correspondence, bookings and other general administrative duties.

- 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.