

XAVIER
COLLEGE

Location	Xavier College, Riverlea Park
Position Title	Student Services Administration Officer
Employment type	Permanent, part-time
Work Pattern	Monday to Friday: 8.00am – 4.00pm (30-min unpaid lunch break), 41 weeks per year
Stream	Administration Stream
Classification Level	Grade 2 Education Support Officer
Allowances	First Aid Allowance

Reports directly to the Campus Principal (or delegate) and ultimately responsible to the Principal of the College.

The Student Services Administration Officer 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.

- 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 College community. The Student Services Administration Officer will provide efficient and responsive customer-focused administration support.

The Student Services Administration Officer 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 school's administrative areas.

Duties include, but are not limited to:

- As the first point of contact for the Campus, 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.
- 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.
- Use approved school systems to undertake student reporting for internal and external purposes as required.

- 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.
- 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 Campus leaders 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 the Enrolment Officer with administration of enrolment activities including handling initial enquiries, preparing information packs and arranging interviews 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.
- 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.
- Actively participate in College events/activities, meetings, required training and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

Person Specifications

- 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

- Certificate III in Administration or Business (or equivalent) or demonstrated comparable knowledge and experience in a similar role.
- 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.

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.