



Marist-Sion College - Warragul

Position Description

Academic / Enrolments Support Officer

STATEMENT OF DUTIES

<p>Position Objective</p>	<p>To provide administrative support to the Academic and Enrolments Office in order to ensure that it's operated in a most productive, efficient and effective manner in the best interests of the College's educational requirements and objectives.</p> <p>The Academic / Enrolments Support Officer is appointed by the Principal and is responsible to the Academic Support Coordinator and the Enrolments / Bus Coordinator. The Academic Support Officer is required to undertake a broad range of tasks to support the needs of Marist- Sion College.</p> <p>FTE & Position Type: Part Time and Ongoing Employment Category: Category C - Education Support Employee Campus Location: Warragul Award: Victorian Catholic Education Multi-Enterprise Agreement 2018</p>
<p>Organisational Relationships</p>	<p>Reports to: Academic Support Coordinator and the Enrolments / Bus Coordinator Supervises: Nil Internal Liaisons: Academic Support Coordinator, Enrolments / Bus Coordinator, Director of School Administration, Director of Senior Learning, Director of Junior Learning, Principal, Deputy Principals, Director of School Administration, Leadership Team, Reception staff, Teaching and Non-Teaching staff of the College and Students. External Liaisons: Members of the College Community, Educational Services, Secondary Colleges, Bus Companies and General Public.</p>
<p>Responsibilities</p>	<p>Administrative Support - Via the Enrolments and Academic Support Coordinators Provide general administrative support to both the Enrolments and Academic Support Coordinators in regards to the following;</p> <ul style="list-style-type: none"> • SIMON - Assessment and Reporting • Timetable and Student Options • Examinations and Testing • VASS • Enrolments • Bus Coordination • Data entry • Provide administrative assistance to the Deputy Principal: Learning. • Provide administrative assistance to the Director of School Administration, Director of Senior Learning and Director of Junior Learning. • Provide administrative assistance to the Business Manager. • Process conveyance claims for student travel. <p>Emergency Management</p> <ul style="list-style-type: none"> • Assist with disaster response tests such as evacuations and lockdowns. • Act as a Warden/Communications Officer in the event of an emergency response.

STATEMENT OF DUTIES

	<p>First Aid</p> <ul style="list-style-type: none"> Assist the First Aid Officer in response to accidents and incidents on campus if required.
Child Safety	<ul style="list-style-type: none"> Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. Assist in the provision of a child-safe environment for students. Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> Be open to professional development in your area of work. Be open to researching areas of interest relevant to directions provided in the school's strategic plan. Continue development of ICT skills as technologies evolve.
General Duties	<ul style="list-style-type: none"> Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal. Demonstrate professional and collegiate relationships with colleagues. Other duties as directed by the Principal.
Skills/Attributes	<ul style="list-style-type: none"> High level secretarial skills Friendly, patient and understanding Strong attention to detail High level organisational and planning skills Knowledge of computer technologies used in an education environment Good literacy and numeracy skills Ability to relate to and empathise with a range of people Good team working skills Excellent communication skills Ability to cope with time sensitive situations and meet deadlines

Updated 11 Jan 2022



Selection Criteria

Academic / Enrolments Support Officer

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none"> A demonstrated understanding of the ethos of a Catholic school and its mission.
2. Commitment to Child Safety	<ul style="list-style-type: none"> Experience working with children. 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.
3. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> A qualification in Office Administration or related area, and/or equivalent work experience. A minimum of Certificate 2 in First aid is essential (the College will provide this training if necessary). COVID-19 Vaccination Information. <p>Desirable:</p> <ul style="list-style-type: none"> Specific knowledge of the College software packages including SIMON, Timetabler including Student Options, VASS and synergetic. Experience working in a Secondary School environment.
4. High level secretarial, organisation and administrative skills.	<ul style="list-style-type: none"> Proficiency in the use of software packages, such as Word and Excel. Highly motivated, with and ability to prioritise multiple tasks and work within strict deadlines. Ability to complete data entry tasks with a high level of accuracy.
5. Excellent communication skills, written and verbal.	<ul style="list-style-type: none"> Ability to communicate with people on all levels, in particular directly with staff, students and families. Excellent interpersonal skills.
6. Ability to maintain confidentiality	<ul style="list-style-type: none"> A demonstrated understanding of confidentiality. A demonstrated understanding of Mandatory Reporting. Ability to maintain concise records, ensuring high standards. Ability to adhere to policies and procedures, ensuring high standards.

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