



# Position Description

## Camps / Activities Administration Officer

### STATEMENT OF DUTIES

<p><b>Position Objective</b></p>	<p>To oversee the risk management and preparation for all camps and school activities to ensure policy and procedures are communicated and implemented in the best interests of the College's educational obligations, requirements and objectives.</p> <p>The Camps / Activities Officer is appointed by the Principal and is responsible to the Deputy Principal: Pastoral Care. The Camps / Activities Officer is required to undertake a broad range of tasks to support the needs of Marist- Sion College.</p> <p><b>FTE &amp; Position Type:</b> Part time and Ongoing  <b>Employment Category:</b> Category C - Education Support Employee  <b>Campus Location:</b> Warragul  <b>Award:</b> Victorian Catholic Education Multi-Enterprise Agreement 2018</p>
<p><b>Organisational Relationships</b></p>	<p><b>Reports to:</b> Deputy Principal: Pastoral Care  <b>Supervises:</b> Nil  <b>Internal Liaisons:</b> Deputy Principal: Pastoral Care, Compliance Officer, First Aid Officer, Reception staff, Business Manager, Director of School Administration, Principal, Deputy Principals, Director of School Administration, Leadership Team, Teaching and Non-Teaching staff of the College and Students.  <b>External Liaisons:</b> DOSCEL, Venue Providers, Emergency Management Providers, Members of the College Community and General Public.</p>
<p><b>Responsibilities</b></p>	<p><b>Camps and Activities Coordination</b></p> <ul style="list-style-type: none"> <li>• Prepare/Coordinate risk assessments (RA) for all College onsite/offsite activities including camps, overseas trips and sporting events for submission to DOSCEL for approval.</li> <li>• Coordinate and deliver briefings to staff prior to offsite activities regarding emergency management and student alert information.</li> <li>• Generate detailed documentation folders for all offsite events which include student medical alerts, emergency contact details and incident management.</li> <li>• Provide assistance as required to College Administration, Reception and First Aid.</li> <li>• All other duties as required.</li> <li>• Prepare/Coordinate risk assessments (RA) for all College onsite/offsite activities (staff and Students) requiring overnight stays (including camps, overseas trips and sporting events) for submission to DOSCEL for approval.</li> <li>• Assist the First Aid Officer to provide appropriate First Aid kits for all camps.</li> <li>• Assist the First Aid Officer to contact families of students with medical conditions which may affect a student's participation, to gather further information to support the student while offsite.</li> <li>• Perform risk assessments for all students with Anaphylaxis.</li> <li>• Liaise with Camp/s, all staff requesting student activities excursions and incursions) and Director of School Administration to process requests and complete risk assessments.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• Assist the First Aid Officer in response to accidents and incidents on campus.</li> <li>• Liaise with First Aid Officer in regards to requirements for camps and activities.</li> </ul>

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	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Undertake a variety of Administration tasks under the direction of and in conjunction with, the Office Administrator.</li> <li>• Provide general administrative and secretarial support to the College.</li> <li>• Provide support to the Business Manager and Deputy Principals as required.</li> </ul> <p><b>Emergency Management</b></p> <ul style="list-style-type: none"> <li>• Ensure the college's emergency management / evacuation plan is maintained and updated when required.</li> <li>• Coordinate disaster response tests such as evacuations and lockdowns.</li> <li>• Chair post drill debriefs, collate outcomes / improvements and communicate to Leadership and staff.</li> <li>• Ensure documentation and equipment (including high visibility vest, whistles and grab bags) are appropriately stocked.</li> <li>• Coordinate staff training sessions as required.</li> <li>• Oversee the administration related to emergency management.</li> <li>• Act as a point of contact and resource / Warden / Communications Officer in the event of an emergency response.</li> <li>• Ensure the DOSCEL Covid Safety Management Plan is adhered to.</li> </ul>
<p><b>Child Safety</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>• Be open to professional development in your area of work.</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> </ul>
<p><b>General Duties</b></p>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Attend Camp / Activity meetings, school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Other duties as directed by the Principal and the Deputy Principal: Pastoral Care.</li> </ul>
<p><b>Skills/Attributes</b></p>	<ul style="list-style-type: none"> <li>• High level secretarial skills</li> <li>• Strong attention to detail</li> <li>• High level organisational and planning skills</li> <li>• Good literacy and numeracy skills</li> <li>• Ability to relate to and empathise with a range of people</li> <li>• Good team working skills</li> <li>• Excellent communication skills</li> <li>• Ability to cope with time sensitive tasks and meet deadlines</li> </ul>

Updated 11 Jan 2022



# Selection Criteria

## Camps / Activities Administration Officer

SELECTION CRITERIA	
1. Commitment to Catholic Education	<ul style="list-style-type: none"> <li>A demonstrated understanding of the ethos of a Catholic school and its mission.</li> </ul>
2. Commitment to Child Safety	<ul style="list-style-type: none"> <li>Experience working with children.</li> <li>A demonstrated understanding of child safety.</li> <li>A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>Be a suitable person to engage in child-connected work.</li> <li>A demonstrated understanding of Mandatory Reporting.</li> <li>Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
3. Education and Experience	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Demonstrated experience in risk management and competency in generating risk assessments.</li> <li>A qualification in Office Administration or related area, and/or equivalent work experience.</li> <li>A minimum of Certificate 2 in First aid is essential (the College will provide this training if necessary).</li> <li>COVID-19 Vaccination Information.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Experience working in a Secondary School environment.</li> </ul>
4. High level secretarial, organisation and administrative skills.	<ul style="list-style-type: none"> <li>Proficiency in the use of software packages, such as Word and Excel.</li> <li>Highly motivated, with and ability to prioritise multiple tasks and work within strict deadlines.</li> <li>Ability to complete data entry tasks with a high level of accuracy.</li> <li>Ability to maintain concise records, ensuring high standards.</li> <li>Ability to adhere to policies and procedures, ensuring high standards.</li> </ul>
5. Excellent communication skills, written and verbal.	<ul style="list-style-type: none"> <li>Ability to communicate with people on all levels, in particular directly with staff, students and families.</li> <li>Excellent interpersonal skills.</li> </ul>
6. Ability to maintain confidentiality	<ul style="list-style-type: none"> <li>A demonstrated understanding of confidentiality.</li> </ul>

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