



*Marist-Sion College – Warragul*

# Position Description Administration Manager

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

## STATEMENT OF DUTIES

<p><b>Position Objective</b></p>	<p>The Administration Manager is the key contact person for Administration and is responsible for the provision of high quality service, administrative and secretarial support. Overseeing the operation of College Reception they are required to display a high level of professionalism, leadership and directional focus for all assigned administrative tasks of the College Administration Team.</p> <p>The Administration Manager is appointed by the Principal, employed by Diocese of Sale Catholic Education Limited (<b>DOSCEL</b>) and is responsible to the Business Manager. The role 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> Full time and ongoing  <b>Employment Category:</b> Category C - Education Support Employee (7 weeks paid school holidays)  <b>Classification Level:</b> Level 3  <b>Salary Range:</b> \$75,154 - \$85,155  <b>Contracted Hours:</b> 8.30am - 4.30pm  <b>Campus Location:</b> Warragul  <b>Award:</b> Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p><b>Organisational Relationships</b></p>	<p><b>Reports to:</b> Business Manager  <b>Direct Reports:</b> College Receptionists, First Aid Officers, Student Attendance Officer.  <b>Internal Liaisons:</b> Executive Team, Executive Assistant Team, Administration Team, Students, College Operational Management Team, Teachers and College Staff.  <b>External Liaisons:</b> Members of the College community and General Public.</p>

## STATEMENT OF DUTIES

### Responsibilities

#### Administration Management

- Develop the College administration professional practice through upskill, coaching, review and appraisal processes in line with College objectives.
- Provide high quality administrative assistance, through the Administration Team, to the Executive Assistants as required.
- Provide high quality administrative support, assistance and reporting to the Business Manager.
- Provide administrative assistance to Principal and Executive Team when Executive Assistants are on leave or when required.
- Oversee coordination and distribution, within the Administration Team, of all administration tasks through effective workflow management.
- Liaise with the Public Relations Manager and provide administrative support.
- Manage replacement staff in Administration Team when an incumbent is unavailable due to planned or unplanned leave.
- Oversee administration procedures, process and training to ensure efficient and effective response to staff, student and visitor requests including review and implementation.
- Oversee administration procedures, process and training that encourage innovative use of technology as technology evolves, including review and implementation.

#### College Reception

- Provide informed and welcoming customer service and triage via the telephone and College Reception in a timely and professional manner.
- Provide student support services offering advice, direction or generally assisting with their queries.
- Accurately receipt, record, bank and conduct daily balance of reception financial transactions including cheques, cash and electronic transactions.
- Handle confidential information in an appropriate and professional manner.
- Oversee the ordering and arranging of student transport for sport excursions, trips and other school activities.
- Monitor visitor sign-ins, student arrival and departures and assist with maintaining student attendance.
- Ensuring the College Reception is operated and monitored in line with safety imperatives of the College Strategic Plan and child safety requirements.

#### First Aid

- Oversee First Aid operations, procedures, process and to ensure efficient and compliant response to staff, student and visitor needs.
- Provide backup First Aid assistance for the College and supervision of First Aid in the absence of the First Aid Officer as required.

## STATEMENT OF DUTIES

	<p><b>Student Attendance</b></p> <ul style="list-style-type: none"> <li>• Assist the Student Attendance Officer in relation to student absences.</li> <li>• Assist the Student Attendance Officer with completion of student attendance reporting when required.</li> </ul>
<p><b>Child Safety</b></p>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the College'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 to develop ICT skills on platforms to support work.</li> </ul>
<p><b>General Duties</b></p>	<ul style="list-style-type: none"> <li>• Support the Catholic Identity of the College.</li> <li>• Understand the relevant compliance imperative.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Assist with disaster response such as test evacuations and lockdowns.</li> <li>• Attend staff 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.</li> </ul>
<p><b>Skills/Attributes</b></p>	<ul style="list-style-type: none"> <li>• Motivational, leadership and team building capabilities.</li> <li>• Professional and approachable.</li> <li>• Ability to build rapport and maintain positive relationships.</li> <li>• High level administrative knowledge and skill.</li> <li>• High level written and verbal skills.</li> <li>• Strong attention to detail with keen eye for quality work.</li> <li>• High level organisational, multitasking, research and planning skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to prioritise and meet deadlines and problem solve.</li> </ul>

# Selection Criteria

## Administration Manager

SELECTION CRITERIA	
<b>1. Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li></ul>
<b>2. Commitment to Child Safety</b>	<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>
<b>3. Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• A qualification in Administration or related area, and/or equivalent work experience.</li><li>• Successful Team Management experience.</li><li>• A minimum of Certificate 2 in First aid is essential (the College will provide this training if necessary).</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience in a School or Higher education facility.</li></ul>
<b>4. Interpersonal and People Skills</b>	<ul style="list-style-type: none"><li>• Developing People.</li><li>• Leading, managing and supporting a Team.</li></ul>
<b>5. Extensive secretarial / administrative skills, and the ability to manage competing tasks simultaneously</b>	<ul style="list-style-type: none"><li>• Excellent note taking and reference abilities.</li><li>• Proficiency in the use of software packages, such as Microsoft Office.</li><li>• Highly motivated, with and ability to prioritise multiple tasks and work within strict deadlines.</li><li>• Ability to adhere to policies and procedures, ensuring high standards.</li></ul>
<b>6. Excellent communication, professional presentation and written and verbal skills</b>	<ul style="list-style-type: none"><li>• Ability to communicate with people on all levels.</li><li>• Excellent interpersonal skills.</li><li>• Considerable degree of tact, diplomacy and maturity to communicate with a wide range of people.</li></ul>