



Marist-Sion College – Warragul

Position Description

Administration Support Officer - Careers and Pathways

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>Position Objective</p>	<p>The Administration Support Officer - Careers and Pathways provides practical and administrative support to the Careers and Pathways Team, in order to ensure that it is operated in a most productive, efficient and effective manner in the best interests of the College’s educational requirements and objectives.</p> <p>The Administration Support Officer - Careers and Pathways is appointed by the Principal, employed by Diocese of Sale Catholic Education Limited (DOSCEL) and is responsible to the Vocational Learning Leader and Careers and Pathways Coordinator. The role is required to undertake a broad range of tasks to support the needs of Marist-Sion College.</p> <p>FTE & Position Type: Part Time (0.60FTE) and ongoing Employment Category: Category C - Education Support Employee (7 weeks paid school holidays) Classification Level: Level 2 Salary Range: \$33,312 - 42,662 pro rata Campus Location: Warragul Agreement: 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>Organisational Relationships</p>	<p>Reports to: Vocational Learning Leader and Careers and Pathways Coordinator Direct Reports: Nil Internal Liaisons: Director of Senior Learning, Academic Support Coordinator, College Registrar, Administration Team, Students, Teachers and College Staff. External Liaisons: Members of the College community, Tertiary Institutions, Registered Training Organisations (RTOs), West Gippsland Trade Training Alliance (WGTTA) and General Public.</p>

STATEMENT OF DUTIES

Responsibilities	<p>Administrative Support</p> <ul style="list-style-type: none"> • Provide practical and administrative assistance to the Vocational Learning Leader, Careers and Pathways Coordinator and Careers Team staff. • Schedule meetings on behalf of the Careers Team. • Provide support with Victorian Certificate of Education Vocational Major (VCE VM), Year 10 Vocational Preparation and Vocational Education and Training Delivered to Secondary Schools (VDSS) expressions of interest and enrolments as directed by Vocational Learning Leader. • Assist the Directors of Learning to ensure that the VCAA (Victorian Curriculum Assessment Authority) reporting and compliance obligations, via the Victorian Assessment Software System (VASS) database are met in a timely manner. • Undertake and record follow up contact with exited students who are under 17 years old and have an approved Exemption from School. • Create, distribute, collect and record documents connected with work placement (Structured Workplace Learning and Work Experience), Trade Pathways Program, VET programs. • Update individual career interview minutes to SIMON. • Assist with the development and maintenance of the Careers and Pathways Newsletter under the advice of the Careers Team. • Collate and distribute VET student reports from RTOs. • Liaise with Vocational Learning Leader to proofread and update VDSS Purchasing Contracts for submission to DOSCEL staff and RTOs. • Liaise with Vocational Learning Leader to manage RTO and WGTTA invoices for VDSS and TPP programs in line with Purchasing Contracts. • Collate VET student weekly attendance. • Assist with the development and maintenance of the College VET Handbook.
Child Safety	<ul style="list-style-type: none"> • 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. • 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 to develop ICT skills on platforms to support work.
General Duties	<ul style="list-style-type: none"> • Support the Catholic Identity of the College. • Understand the relevant compliance imperative. • Uphold the professional standards of the College. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Assist with disaster response such as evacuations, lockdowns and test drills.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">• Demonstrate professional and collegiate relationships with colleagues.• Maintain currency of first aid, mandatory reporting and anaphylaxis training.• Demonstrate duty of care to students in relation to the physical and mental wellbeing.• Attend all relevant College meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities as directed.• Other duties assigned from time to time by the Principal.
Skills/Attributes	<ul style="list-style-type: none">• Excellent verbal communication/phone skills.• Polite, friendly and approachable.• Ability to refer enquires through the appropriate channels.• Resourceful, adaptable and quick to learn.• Strong organisational skills.• Excellent administrative skills.• Ability to work autonomously.• Multitasking capabilities.

Selection Criteria

Administration Support Officer - Careers and Pathways

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.• A demonstrated understanding of Mandatory Reporting.• 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). <p>Desirable:</p> <ul style="list-style-type: none">• Specific knowledge of the College software packages including SIMON, VASS and Synergetic.• Experience and/or knowledge of working with Computer Technology in an education environment.• Experience working in a Secondary School environment.• Experience working within the VET/TAFE sector.
4. Food industry / Catering / Management	<ul style="list-style-type: none">• Ability to provide direction and leadership regarding OHS and complaint procedures, and legislation within a café/ kitchen environment.• Ability to provide direction regarding menu.
5. Provide Service Excellence	<ul style="list-style-type: none">• Excellent customer service skills when working with staff, students, visitors and the wider College community.
6. An ability to work collaboratively and to lead a team.	<ul style="list-style-type: none">• Ability to motivate, coach, develop, staff to develop team skills and professional development including appraisal processes.