

Student Wellbeing Administration Officer

Position Information Document

Name	
Classification	Permanent ESO Grade 4, Administration Stream
Commencement	
Hours of work	As per employment contract
Weeks of work	As per employment contract
Salary	As per the South Australian Catholic Schools Enterprise Agreement 2020 and as amended
Screening	Please note that the position is subject to ongoing satisfactory Working with Children Check (WWCC) and other screening clearance checks that may be required, at regular intervals, throughout the duration of your employment
Special Requirements	This PID may be amended based on the College's strategic needs. Additional hours of work may be required Perform any other duties as directed by the Principal

COLLEGE VISION

To be at the forefront of vocational education, nurturing the next generation of industry leaders dedicated to shaping a better world.

COLLEGE MISSION

St Patrick's Technical College inspires students for success in their first career. Through a dynamic and innovative learning model grounded in Catholic social teaching and informed by industry, we create exceptional and work ready young adults.

COLLEGE VALUES

As a Catholic Vocational College caring for young adults, we live our story by

Welcome

Welcoming all to our learning community

Hope

Offering hope and a sense of purpose to all

Serve

Valuing and serving others

Respect

Respecting ourselves and our environments

Celebrate

Developing and celebrating each person's unique talents

POSITION OBJECTIVE/SUMMARY

Under moderate direction, the Student Wellbeing Administration Officer provides high level administrative and coordination support to the Students and Wellbeing team and more broadly to the College as required, and collaborates with Leadership, staff and other members of the wider community, to deliver efficient, responsive and customer focused services.

This position requires a professional, adaptable and highly competent individual who can coordinate a diverse range of administrative functions, projects and enquiries, to achieve smooth day-to-day operations and a positive experience for the College community.

KEY WORKING RELATIONSHIPS

- Principal / Assistant Principal
- College Leadership
- Students & Wellbeing Team
- Teaching and non-teaching staff
- Parents / carers, students and College community
- Visitors
- External parties / stakeholders

KEY RESPONSIBILITIES

Duties include, but not limited to:

- Provide a complete professional administrative service including:
 - routine organisational and scheduling requirements (calendar management, scheduling meetings etc)
 - handling confidential and sensitive information with discretion
 - supporting meetings (preparation, documentation, follow-up etc)
 - as directed, coordinating activities involving planning, logistics, stakeholder communication, post event evaluation etc
 - coordinating student data collection, analysis and reporting to inform leadership decision-making
 - Oversee student recognition processes (data collection, interpretation, timely preparation, presentation).
 - Supporting student reporting processes including proofreading, follow-up and distribution.
- Support student behaviour management and wellbeing practices, strategies and initiatives in line with College expectations and escalating to Teachers/Leaders as required.
- Liaise on behalf of the Principal (or delegate) with the College community and service providers to effectively support College activities.
- As directed, draft more complex correspondence which initiates or responds to new cases or situations as well as non-standard correspondence including confidential and sensitive matters.
- Using computer software packages (i.e. Microsoft Office) including desktop publishing and management information systems at an advanced level to support the effective operations of the College.
- Monitor and perform high-level data analysis to identify trends and provide information to leadership to support decision making.
- Undertake general induction activities for students and staff, as required, on matters relating to the Students & Wellbeing Team.
- Undertake responsibility for special projects where advanced administrative and organisation skills are required to effectively deliver required outcomes.
- Provide oversight and coordination of Student Services & the Hub to support student needs and maintain smooth operations and positive engagement, ensuring a safe, welcoming environment.
- Manage asset lifecycle for non-fixed plant and equipment, including registration, tracking and accountability for returns.
- Prepare reports for government and statutory authorities for authorisation by relevant College leadership.
- When required, process Working with Children Clearance and screening requests.
- Actively support organisation of and participate in required College events/activities, meetings, training and professional reviews.
- Provide back up support to other Administration team members as needed.
- Undertake other duties, as directed by the Principal (or delegate).

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the College.
- Demonstrated experience in providing a high level of specialised administrative tasks and applying a broad knowledge base incorporating theoretical concepts with substantial depth in areas of responsibility.
- Advanced level of proficiency in using a computer and applicable programs, particularly Microsoft Office (i.e. Word, Excel, Outlook, Powerpoint), databases and other ICT equipment, and full technical competency to operate office equipment.
- Excellent interpersonal and communication (written and verbal) skills for positive engagement, role modelling, interaction and collaboration within the team, broader College community and with external parties. Experience in supervising others to achieve group outcomes is expected.
- Demonstrated ability to work under moderate direction, be responsible for own outcomes within broad parameters and remain fully competent requiring little or no guidance during the performance of work to achieve stated objectives.
- Demonstrated experience in supporting and administering projects.
- Able to analyse, diagnose, design and implement solutions across a broad range of functions and evaluate information and use for forecasting, planning or research purposes. Experience in preparing and monitoring a budget is also expected.
- Comprehensive knowledge of relevant policies, procedures and associated obligations to meet all compliance requirements.
- Demonstrated ability to maintain a very high level of confidentiality.
- Willingness to positively lead and support College activities/events, attend meetings and undertake required training.
- Demonstrated ability to follow procedures lead and deal effectively with emergencies and/or unexpected situations.

Role Requirements

- A Diploma in Administration or Business (or equivalent) comprising a minimum of one year of study and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the College.
- 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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.