

## Administration Assistant - Catholic Identity & Mission

### Position Description

<b>Classification</b>	Education Support Employee Category B – Level 2
<b>Employment Status</b>	Part-time 0.5 FTE
<b>Hours of Work</b>	8.30am to 4.36pm, School terms
<b>Expected level of contact with children and young people within this role:</b> Regular	

### Position Purpose

The Administration Assistant is primarily the personal assistant to the Assistant Principal Catholic Identity and Mission (Assistant Principal) offering professional, practical, and timely support, performing a full range of secretarial, administrative, and organisational tasks for the smooth and efficient operation of the office and associated events, activities, and programs.

This dynamic role requires a highly organised individual capable of managing multiple priorities, supporting events, and working independently in an ever-moving educational environment. Prompt, courteous and effective communication with internal and external stakeholders, to ensure the smooth and effective administration is always expected. They will frequently be acting on behalf of the Assistant Principal hence a high degree of confidentiality, diplomacy and tactfulness is always required, as well as the need to work proactively and anticipate needs.

The Administration Assistant needs to be in good relations and work collaboratively with the College's support and administration staff to ensure communication is free flowing and efficient across the College.

The role is expected to support and promote the vision and goals of the College to ensure that the Catholic identity of the College and Marist charism is sustained and nourished.

### Reporting Relationships

**Position reports to:** Assistant Principal Catholic Identity and Mission on a day-to-day basis, and accountable to the Principal through the Business Manager.

**Leads/Direct reports:** Nil.

**Key relationships:** College Leadership, Religious Education (RE) Head of Department and staff, Catholic Identity and Mission Team, PA to the Principal, Administration Team, Finance Team, ICT Team, Teaching Staff, Students, Bishop of Sale, and Priests of Diocese, Marist Schools Australia Ltd (MSA), Marist Mission and Life Formation (MLF) team and various external providers.

### Key Duties & Responsibilities

Includes but are not limited to:

#### General Administration & Office Management

- Provide Personal Assistant services, including email, phone and office enquiries and support.
- Maintain and monitor diary, appointments and meetings and coordinate travel as required.
- Assist the Assistant Principal in meeting commitments and deadlines.
- Provision of meeting support: Take minutes, prepare agendas, distribute meeting materials, and follow up on required actions and communicate on relevant matters to the Catholic Identity and Mission program.

- Document Preparation: Typing, formatting, and organizing documents, reports, and presentations, ensuring a professional standard, and maintaining document control.
- Resource preparation: Preparing resources for any event, activity, celebration, or programs run within & associated with the Catholic Identity and Mission office, such as PowerPoint presentations, booklets, program running sheets, seating labels, etc.
- Procurement: Order supplies and services, raise purchase orders/invoices and purchase items.
- Record Keeping: Maintain accurate and organized records.
- Liaise with Head of Department - Music to ensure all liturgical music used is recorded on One License platform each term.
- Provide operational assistance as needed, including liaising with staff, and assisting in the implementation of policies or initiatives led by the Assistant Principal.
- Demonstrate initiative to streamline processes, improve efficiency, and enhance productivity.
- Understand the structure of the school to respond professionally to all enquiries.
- As required, provide reception and/or administrative support in the event of absence to ensure no disruption to the daily operations and functions of the College.
- Perform any other duties, as directed by the Assistant Principal, Business Manager and/or the Principal.

#### **Event Organisation & Administration**

- Provide event organisation, administration, and support for a suite of events, activities and programs within Catholic Identity and Mission, College and MSA, including but not limited to masses, liturgies, Youth Ministry & Social Justice, Retreat and Reflection programs, fundraising activities, immersion programs etc. Key responsibilities include tasks such as:
  - Booking venues/facilities, liaison with providers or guest speakers and venue communication,
  - Issue information and/or invitations,
  - Monitor supplies, order/purchase resources and materials,
  - Ensuring all materials are organised and supplied for,
  - Setting and packing up, including ensuring facilities and AV requirements,
  - Student communication such as organising rooming, dietary and other requirements,
  - Ensuring transportation where required,
  - Organising catering where required.
- Communicate with key stakeholders in the College and externally regarding event requirements & details.
- Track progress and provide status updates.
- Manage event checklists, following up on action items, liaising with relevant staff and ensuring timely completion of tasks.
- Work independently to troubleshoot and resolve issues that may arise during event execution, collaborating with others as needed. This will involve attendance and provision of on-site support, to ensure the smooth running of events.

#### **Administer Professional Learning (PL) Opportunities – Catholic Identity & Mission, College and MSA**

- Support the implementation of Faith Formation opportunities.
- Advertise professional learning opportunities for staff, as directed.
- Complete online registration for approval of Accreditation PL opportunities.
- With direction, register staff for Catholic Identity PL and Marist PL programs.
- Work collaboratively to ensure that external guest speakers gain permission to enter the Diocese of Sale.
- Liaise with Marist MLF team regarding staff involvement in Marist PL opportunities and ensure staff receive appropriate information for PL experiences.
- Support the confidential record keeping of staff Accreditation and provide updated records each term.
- Liaison with the Assistant Principal Staff Wellbeing and Development, with the implementation of staff PL programs.

*Details of the role may vary from time to time in response to the needs of the School, as determined by the Assistant Principal, Business Manager and/or the Principal.*

**Child Safeguarding**

- Be familiar with and comply with the school's child safeguarding policy and code of conduct, and any other policies or procedures relating to child safeguarding.
- 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**

- Participates in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

**General**

- Support the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition.
- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within rostered hours of work.
- Demonstrate professional and collegiate relationships with colleagues.

**Essential Requirements for the Role****Special Requirements**

- Flexibility regarding working hours – the position may require attendance outside normal hours.
- Knowledge of Catholic school procedures and protocols.
- Demonstrated ability to strongly reflect the ethos and values of the College.

**Qualifications & Experience**

- Proven experience in an administrative role, preferably within an educational setting.
- Certificate in Office Administration or related area.
- Proficient computer skills in database management and MS Office suite of products.
- Event organisation and coordination experience.
- Familiarity with Catholic Services and rituals is advantageous (training will be provided if required).
- Hold a valid employee Working with Children Check card and must be willing to undergo a National Police Record Check.

**Personal Attributes & Skills**

- Strong administrative, organisational, planning and time management skills, including the ability to prioritize workloads to meet deadlines.
- Possess excellent interpersonal skills and the ability to relate to and engage with all people through collaboration and clear communication, in a sensitive and respectful manner.
- Highly developed written and verbal communication skills, including presentation skills.
- Ability to deliver professional customer focused service, including exemplifying provision of a welcoming, inclusive, and hospitable environment to the school community.
- Strong attention to detail to ensure accuracy and consistency.
- Ability to work autonomously with solid problem-solving skills, exercising judgement and initiative.
- Competence in working cooperatively and effectively with others.
- Exercise confidentiality, discretion and handle sensitive information with professionalism and integrity.

- Flexible and adaptable to changing needs and requirements of a busy environment.

### **Child Safeguarding**

- 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.

### **Our Commitment to Child Safety**

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

### **Our Vision and Mission**

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

In our daily actions, we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics: *Simplicity, Love of Work, In the Way of Mary, Presence, and Family Spirit*.

### **Position Description**

**Authorised by:** Assistant Principal Catholic Identity and Mission, and the Business Manager

**Last reviewed:** May 2025