



ROLE DESCRIPTION

Senior Administration Assistant

Holy Cross College is a Catholic Co-educational Pre-Kindergarten – Year 12 College. All staff play an integral role in contributing to the Vision, Mission and strategic direction of this Catholic College community. The role of the Administration Assistant is to provide administrative support to ensure the smooth running of the College Office and to maintain student and staff records.

Accountability and Collaboration

The Administration Assistant will be responsible to the Principal through the Principal's Personal Assistant. They will work collaboratively on a day to day basis with all members of the College Staff with particularly close association with the Principal's Personal Assistant.

Learning

Support Staff at Holy Cross College will:

- keep abreast in developments in practice, guidelines and industry changes through continuous professional learning and training and be prepared to implement the same
- complete Accreditation to Work in a Catholic School in the required time
- maintain ongoing renewal of Accreditation to Work in a Catholic School
- support staff, students and parents with access to and use of College resources
- respect and support the learning and development of staff in all areas of the College
- focus on innovating and introducing new ideas to the College through a synthesis of practical ideas amongst staff
- maintain a high level of ICT skills
- maintain Senior First Aid qualification

Inter-relationships

Support Staff at Holy Cross College will:

- actively engage in the pastoral care of students
- interact with staff, students and families in a way that is both professional and pastoral
- have a welcoming manner and excellent interpersonal skills
- relate to young people in an appropriate manner
- remain approachable and treat each family/case with respect by listening to and supporting the needs of others whilst keeping the best interest of all parties in mind
- treat all information as confidential
- maintain high expectations of service, choices and manners through example
- be well-groomed, well-spoken and familiar with protocol and etiquette

- work as part of a team and be flexible with work arrangements
- use initiative in carrying out duties

Faith

Support Staff at Holy Cross College will:

- demonstrate a commitment to the objectives and ethos of Catholic Education
- actively witness to Gospel values in the performance of all areas of duty
- proclaim the Gospel value of the dignity of each person in relationships with students, parents, staff and others related to the College
- have an understanding of the Catholic ethos and give witness to the Catholic faith to our students
- live and act in a way that respects the beliefs and practices of a Catholic community
- lead by example in the spiritual development of students by attempting to make a difference by being thankful through thoughts and deeds
- participate actively in the sacramental, liturgical and prayer life of the College
- promote and support strong and meaningful connection with St Helena's Parish

Enrichment

Support Staff at Holy Cross College will:

- recognise ongoing change in the relevant industry outside of the College through self-development in contemporary practice and technological developments
- actively engage in personal, spiritual and professional learning
- be willing to positively share time, energy and talents in support of the ongoing life of the College
- abide by all College Policies and Procedures

Specific Responsibilities

- Manage confidential student files E.g., Students with Disability reports, referral and consent letters
- Set up effective systems and processes for data management and reporting
- Monitor and set up the whole College Calendar
- College correspondence
- Organise and send College communications E.g., Events, Excursions, and orientation documentation
- Prepare and organise student LIFE Scholarships
- Parent communications and reminders
- Assist with Annual Celebration Evening, Orientation day, LIFE Week and Assemblies
- Website updates
- Facebook – Administration updates via the Marketing and Events Officer
- Student Certificates for Assemblies
- Assist with general administrative duties, when required
- Other duties as requested by the Principal or their delegates

Qualifications

Maintain relevant qualifications

- Accreditation to Work in a Catholic School (If already working within the system.)

- Maintain a valid 'Working with Children' Card
- Knowledge of 'Administration of Schools' (AoS) desirable.