

HOLY CROSS COLLEGE APPLICATION PACKAGE

Administration Assistant



Administration Assistant

Holy Cross College is a Catholic co-educational Pre-kindergarten to Year 12 College located in Ellenbrook. The College opened in 2010 and now has an enrolment of over 1200 students. The College continues to grow with enrolments expected to exceed 1600 students.

The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College Website.

Position:	Administration Assistant
Conditions:	Part Time (Full Time Monday to Friday working hours, 42 weeks per year worked)
Salary:	As per the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement (2014) and depending on qualifications and experience of the successful applicant.
Commencement Date:	Commencement Date Negotiable

Persons appointed to this position will:

- Actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- Demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Support Staff at Holy Cross College.
- Have completed or be willing to undertake and maintain Accreditation to Work in a Catholic School.
- Have a current Working with Children Card.
- Hold or be willing to maintain a senior first aid qualification.
- Hold a current National Police History Check as issued by the Department of Education Western Australia.

Applications close: Friday 16 February 2024 at 12:00pm

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at employment@holycross.wa.edu.au

ROLE DESCRIPTION

Administration Assistant

Holy Cross College is a Catholic Co-educational Pre-Kindergarten – Year Twelve College. All staff play an integral role in contributing to the Vision, Mission and strategic direction of this Catholic College community. The role of 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

This position will provide support to the College Administration. The Administration Assistant will be responsible to the Principal through the Principal's Assistant and Office Manager. They will work collaboratively on a day to day basis with all members of the College Staff.

Specific Responsibilities

- Attending to enquiries – personal, telephone and digital.
- Dealing with parent inquiries and make contact with parents as required.
- Attending to student matters.
- Liaising with and providing support for other staff.
- Data entry and reporting.
- Maintaining accurate records.
- Ensuring a welcoming and presentable office environment.
- Filing and General Office duties.
- Supporting the College Nurse with first aid as required.
- Review and refine the administration processes of the College with a view to continual improvement.
- Administration Support as required.
- Other duties as requested by the Principal.

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.

Qualifications:

Maintain relevant qualifications:

- Accreditation to Work in a Catholic School.
- Maintain a valid Working With Children Card.
- Undertake a Department of Education Crimtrac National Police Clearance.
- Maintain a Senior First Aid Certificate.