ADMINISTRATION ASSISTANT – STUDENT SERVICES
Role Description

1. POSITION PURPOSE

- Provide assistance in all facets of student attendances and absences.
- Act as First Aid Officer for the College and attend to sickbay.

2. POSITION REQUIREMENTS

   Education/Qualifications

- Certificate or Diploma level qualifications or equivalent on the job experience acceptable to management.
- Current First Aid Certificate.
- Maintain current skill levels with training programs as required.

   Skills and Abilities

- High level of working knowledge and competency across a range of software applications and the College administration system.
- Effective interpersonal and communication skills.
- Strong organisational and administrative skills.
- Ability to act with discretion and confidentiality in matters relating to students and their access to counselling services.
- Ability to work under general direction and self-manage day-to-day activities.
- Previous experience in a school setting desired but not essential.

3. POSITION RESPONSIBILITIES

   Key Responsibilities

- Assist the Deputy Principal in day-to-day operations.
- Assist the Heads of Year with reports on attendances, detention and suspensions.
- Update records in TASS.
- Attend to lost property function for the College.
- Apply First Aid as necessary and escort students to hospital when required.
- Maintain a register of student accidents.
- Report on the integrity of TASS data.
- Other administrative duties as required.
• Undertake the responsibilities of the position while at the same time following the College’s policies and procedures; Equal Opportunity and Anti-Discrimination legislation and requirements as well as Occupational Health & Safety legislation and best practice.

4. ORGANISATIONAL RELATIONSHIPS/EXTENT OF AUTHORITY

• This position has no direct reports.
• Reports to the Deputy Principal and Office Manager.

5. GENERAL TERMS OF APPOINTMENT

• All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of St Laurence’s College.
• Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body of the College.
• All employees recognise and accept that multi skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

6. REMUNERATION & HOURS

Classification: School Officer Level 4 ($53,765.00 - $55,455.00 pro-rata - equating to $41,357.69 - $42,657.69 annually).

Tenure: Full-time term-time permanent position.

Terms & Conditions:
• Hours: Monday to Friday 7.45am – 3.50pm
• Superannuation: 10%.
• Sick Leave: 10 days per year (pro-rata).
• Annual leave: 4 weeks per year (pro-rata).
SELECTION CRITERIA

Outlined below are the criteria that will be considered in the appointment of the Administration Assistant – Student Services.

Selection Criterion 1
An understanding and personal commitment to the ethos of the College.

Selection Criterion 2
Effective interpersonal and communication skills in relation to dealing with students, staff and parents.

Selection Criterion 3
Ability to act with discretion and confidentiality.

Selection Criterion 4
Strong organisational and administrative skills.

Selection Criterion 5
High level of working knowledge and competency across a range of software applications and the College administration system.

Selection Criterion 6
Ability to work under general direction and self manage day-to-day activities.

Candidates are required to demonstrate the context in, and degree to which, they currently, or potentially, can meet these criteria.
APPLICATION PROCESS

Applications should contain the following:

1. The completed Application Package
2. Covering letter addressing your reasons for the application
3. Response to the selection criteria

Applications should be forwarded via email to:

Mr Ian McDonald
The Principal
St Laurence’s College
Email: employment@slc.qld.edu.au

Enquiries may be directed to:

Mr Andrew Kendall
Dean of Staff
Mobile: 0412 446 459
Email: akendall@slc.qld.edu.au

Applications close: Monday 21 March 2016.