



## SCHOOL OFFICER: RELIEF ADMINISTRATION

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### THE PRIME PURPOSE OF THE POSITION

The **School Officer Relief Administration** is employed as a School Officer and as such will demonstrate competency in a variety of routines, procedures and tasks. The role holder is responsible for expressing authentic witness to the four Edmund Rice Education Australia (EREA) Touchstones of Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community. The fulfilment of their role is shaped and informed by the College's Strategic Directions and Priorities and Annual Improvement Plan Goals. They are a member of a team responsible for providing a contemporary, stimulating, safe and supportive learning environment that caters for the educational needs of all St Edmund's College students.

### ORGANISATIONAL RELATIONSHIPS

The **School Officer Relief Administration** is appointed by the Principal and is responsible in the first instance to the Manager Human Resources and Compliance, the Deputy Principal, and eventually the Principal. They are employed as a Level 3 School Officer and as such will demonstrate competency in a variety of routines, procedures and tasks.

### KEY ACCOUNTABILITIES

1. Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities
2. Carry out general administrative duties
3. Provide administrative support where required
4. Respond to all procedures and tasks as required by the Manager Human Resources and Compliance

### DUTY STATEMENTS

The **School Officer Relief Administration** will

1. **Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities**
  - Be committed to the goals, ethos and Mission of the College as a Catholic School in the Edmund Rice tradition
  - Have an awareness of and support for the Charter and key Edmund Rice Education Australia (EREA) policies, procedures and practices, along with other legislative and legal requirements of the College
  - Display a high level of professional competency and ensure that behaviour and personal presentation reflects the College's values and professional expectations
  - Strive to live a lifestyle which, by its witness and example, is compatible with the Gospel Values
  - Be committed to self-development and ongoing professional development
  - Be committed to building the St Edmund's College community
  - Have knowledge and awareness of applicable Workplace Health and Safety and Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements
  - Respond to the operational needs of the College and to other duties as reasonably directed by the Principal or their delegate

- Contribute to the overall pastoral leadership of the College through active, and reflective participation in staff meetings
- Have excellent interpersonal skills and highly proficient IT skills

2. The **School Officer Relief Administration** will respond to all procedures and tasks as requested by the Manager Human Resources and Compliance, providing duties such as

#### **Point of Contact**

- Access TASS to answer relevant public enquiries
- Provide College information to parents and members of the public
- Locate staff members when required
- Operate the College switchboard

#### **Financial Transactions**

- Receipt and balance cash payments made at reception
- Process telephone credit card payments
- Use EFTPOS when required
- Use TASS to provide financial information for parents

#### **Coordinate Transport**

- Liaise with the Assistant Principal Activities, Director of Sport and other staff members and maintain booking schedules for College buses as required
- Liaise with College bus drivers regarding bus availability
- Make transport arrangements for students who have a particular need
- Record student/support staff absences
- Maintain a record of staff short-term absences (for fire, lock-down purposes etc.)

#### **Student Office**

- Assist students and their parents/carers with enquiries and direct them to the appropriate person when necessary
- Administer First Aid when required and attend to students in Sick Bay
- Record and manage student information

## **EMPLOYMENT CONDITIONS**

### **Hours of Duty**

- As required
- Specific times/days of work to be negotiated with the Manager Human Resources and Compliance in conjunction with Deputy Principal

### **Salary**

Salary is classified in accordance to the School Officer Level 3 classification as outlined within the current Catholic Employing Authorities Enterprise Agreement (EB8) with final salary based upon experience and qualifications.