Job Title: SCHOOL OFFICER - CLT ASSISTANT – COMMUNITY AND STAFF DEVELOPMENT

Reports to: Deputy Principal – Community and Staff Development

Supervises: N/A

Position Level: SOA Level 4

Effective as at: 15 January 2018

Appraisal date: TBC

Review Date: TERM 3, 2020

Position Description:

The role of School Officer - College Leadership Team Assistant – Community and Staff Development exists to support the delivery of quality learning and teaching as well as positive community relationships within a Catholic school context. The School Officer - CLT Assistant – Community and Staff Development performs duties as directed by the College Principal and these can be in a number of areas or locations and with differing degrees of responsibility within the school. Depending on the size of the school, some functions and responsibilities will be stand alone, others will be mixed and require the School Officer - CLT Assistant – Community and Staff Development to work in multiple locations across a day or week.

Along with other administrative duties as part of a school support team, this role has particular responsibility for supporting the Deputy Principal responsible for Community and Staff Development.

As such, this role is critical to the maintenance of effective communication between the College and its stakeholders. It is a role that, at times, requires patience and sensitivity as well as flexibility in both tasks and hours. Critical to this role is the ability to deal with confidential matters, maintaining and respecting the privacy of students, staff and parents.

Key Accountabilities:

The School Officer - CLT Assistant – Community and Staff Development assists the Principal by:

1. Giving personal witness to the teachings of the Gospel and to Catholic values in day to day personal interactions with staff, students and the College community;
2. Contributing to a cohesive school and school support team;
3. Supporting adherence to the College Code of Conduct by modeling a high standard of professional behaviour;
4. Ensuring compliance with administrative procedures in line with College policies and procedures, including:
   a. Being knowledgeable of College policies and procedures relevant to this position;
   b. Observing appropriate Child Protection policies and procedures;
   c. Observing appropriate Workplace Health & Safety policies and procedures;
   d. Meeting mandatory training and compliance obligations;
5. Committing to work efficiently in a team environment;
6. Refrain from any behaviours that may impinge negatively upon a person’s dignity, morale or work effectiveness, be respectful and tolerant and engender fairness and respect in relationships with other staff, students, parents and members of the College Community and general public;
7. Committing to lifelong learning and professional development and a willingness to cross-train; and
8. Providing practical assistance in the running of the school office and school administration.

Skills and Abilities Associated with the Position:

Essential:
- A current Working with Children Check or the ability to obtain;
- Competence and experience with data systems and ICT (including, but not limited to, the Microsoft Suite);
- A well-developed ability to edit and proof read; and
- An ability to, on occasion, work outside normal working hours with accommodation made for this.

Desirable:
- Experience and/or qualification in event management.

Personal – School Officer - CLT Assistant – Staff Development and Community should:
- Have an understanding of the mission of Catholic education;
- Be willing to uphold the values of a Catholic school in the Edmund Rice tradition;
- Be approachable;
- Be able to interact with a wide range of people; staff and students; and
- Be calm under pressure.

Professional – School Officer - CLT Assistant – Community and Staff Development should have:
- Strong communication skills both verbal and written;
- A keen eye for detail and the ability to edit and/or proofread material;
- Respect for the confidentiality of students, parents and staff;
- Ability to work effectively as a member of a team;
- Flexibility, initiative and an ability to prioritise competing tasks in a complex environment;
- Exceptional organisational skills;
- The ability to respond to sensitive issues and maintain confidentiality;
- Openness to engage with existing and emerging technologies at use within the school;
- Ability to work unsupervised with limited direction;
- Capacity to interact with students of mixed ability, temperament and backgrounds with warmth, discipline, self-control and enthusiasm;
- Physical capacity to perform the duties required of the position; and
- Willingness to perform reasonable duties outside the usual scope of this position.

Associated Duties:

A. The School Officer - CLT Assistant – Community and Staff Development is responsible for supporting the Deputy Principal – Community and Staff Development by:

1. Assisting with publishing the weekly College Newsletter;
2. Recording minutes for relevant Meetings.

3. Supporting the induction of new staff;
4. Organising various events, including catering;
5. Maintaining the College Blue Card Register;
6. Maintaining the College Photo Database;
7. Uploading material to the College Website;
8. Assisting in the preparation and/or ordering brochures, signs and other promotional materials;
9. Booking and liaising with internal and external providers and venues for events;
10. Assisting with the Old Boys Association and Parents & Friends Association;
11. Assisting with major projects eg History of the College, Archives, Intranet etc.; and
12. Other tasks as required by the Principal or Deputy Principal – Community and Staff Development.

Additional Information:

- Confirmation of employment is conditional upon the preferred applicant being issued with a Positive Notice Blue Card for Child Related Employment from the Commission for Children and Young People.
- A non-smoking policy is effective in College buildings, offices and motor vehicles.
- The appointee to this position is not permitted to make public statements or statements to the media.
- The appointee to this position will be required to complete a period of 6 months’ probation, in accordance with The Fair Work Act 2010.
- A non-smoking policy is effective in College buildings, offices and motor vehicles.
- All employees are accountable for complying with Workplace Health & Safety and environmental policies and identifying, assessing and controlling workplace and environmental hazards in their areas of responsibility.
- Throughout this document the College Leadership Team Assistant has been abbreviated to CLT.