

**Position Information Document
Education Support Officer (ESO):**

**RECEPTION AND FINANCE
ASSISTANT**



Name:

Commencement: 19 January 2026

Concluding: 11 December 2026

Position Title: Reception and Finance Assistant

Department: Front Office Team & Finance Team

Grade: ESO Grade 2

Stream: Administration

Employment Type: Fixed-Term, Replacement

Fraction Time: 0.85 FTE - 37.5 hours per week for 41/48 weeks per year
(School term weeks, Week 0 of Term 1 & Week 9 of Term 4)

Reports to: Student Services and Office Manager
All positions ultimately report to the Principal.

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020 (and as amended/replaced).

1. BROAD PURPOSE

Gleeson College is a faith-filled community providing its members with the opportunity to discover, develop and use their God-given talents and abilities in the service of others.

Staff at Gleeson College are required to demonstrate a commitment to the belief that all students can be thriving people, capable learners, leaders for the world God desires, providing educational support to ensure that students develop the knowledge, skills and attributes they need to thrive in a rapidly changing and complex world.

Under general supervision, the Reception and Finance Assistant carries out a wide range of reception and general administrative duties to assist leadership, staff, visitors and other members of the school community. The Reception and Finance Assistant will provide efficient and responsive customer-focused administration support across the school, creating a professional impression to effectively handle the flow of people and enquiries and support the day-to-day running of the school's administrative areas. In addition, under the general supervision of the Finance Team, the Office Administrator and Finance Assistant supports the provision of day to day financial tasks and activities.

2. SPECIAL CONDITIONS

Any additional hours must be pre-arranged and approved by the Line Manager and Business Manager in accordance with College Policy. Reasonable out of hours work may be required at times in accordance with the Enterprise Agreement.

3. KEY WORKING RELATIONSHIPS

- Front Office Team
- Finance Team
- Business Manager
- Visitors, External Parties/stakeholders
- Principal and Leadership Team
- Teaching and non-teaching staff
- Students & parents/caregivers
- CESA Finance Team

4. KEY RESPONSIBILITIES

Administration:

- As the first point of contact for the school, maintain a professional reception area, greet visitors warmly and provide a quality customer service to those requiring it by responding to and/or referring enquiries as appropriate.
- Carry out a wide range of administrative duties including word processing, maintaining email and computerised records; filing in accordance with CESA policy and practice; maintain records and record systems.
- Operate a range of office equipment including effective use of the telephone system, photocopier/scanner, printer, binding machine etc.
- Provide administrative support to school leaders including calendar entries, making appointments, preparing routine correspondence, bookings and other general administrative duties.
- Undertake mass production of printed material and documents as required including copying, collating, stapling, binding, folding and cutting.
- Use approved school systems to undertake student reporting for internal and external purposes as required.
- Utilise relevant data systems to maintain and generate standard reports, ensuring timely distribution of student and staff records, including medical and emergency contacts, absentee lists, and class rolls.
- Assist with the administration of enrolment activities including handling initial enquiries, preparing information packs and arranging interviews.
- Organise group meetings and events, including meetings with parents and caregivers, external agencies and parent teacher nights.
- As required, provide meeting support including preparation of agendas from information provided, assemble documentation and distribute notes/minutes ensuring adherence of required confidentiality.
- As required, co-ordinate appointment times for recruitment processes and provide timely and relevant information to applicants and panel members.
- As required, assist with the general organisation of excursions and associated requirements e.g. booking transport, contacting relevant organisations, compiling permission slips etc.
- As required, assist with the preparation of school communications e.g. newsletters, as required.
- As required, provide administrative support for school sport activities as applicable including maintaining team lists, playing schedules, players and coaches database, collation of information for inclusion in newsletters etc.

Finance:

- Accurately enter and retrieve basic financial data from digital record systems.
- Conduct routine financial tasks such as record-keeping, petty cash management, cash handling, receipting, balancing, and banking.
- Reconcile ledger and bank accounts and prepare routine financial reports for review and authorisation by others.

- Assist leaders with routine budget analysis by providing necessary data and supporting information and status on spending against budgets.
- Provide routine administrative and other general support to team members to assist in meeting the school's needs as required.
- Attend to account enquires, calculating Payment Agreements, and arrange relevant payment plans.

5. PROFESSIONAL RESPONSIBILITIES

- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Support and represent the ethos of our Catholic College as outlined in the Gleeson 10 and Gleeson Staff 5.
- Ability to understand, model and support positive behaviour procedures including Gleeson College behavioural management strategies and policies.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Communicate effectively and establish positive relationships with staff, students, parents, visitors and external stakeholders.
- Complete any administrative tasks accurately and on time including record keeping.
- Demonstrate high professional standards and present an appropriate image of Gleeson College in line with the Gleeson College Dress Policy.
- Actively participate and engage in school activities, events, required training and professional development and reviews.
- Undertake other duties as required by the Principal (or delegate).

6. PERSON SPECIFICATION

Essential skills and attributes:

- Certificate III in Administration, Accounting, Finance, Business (or equivalent) or demonstrated expertise in a similar capacity.
- Demonstrated experience in a comparable office position/environment and the ability to perform a wide variety of general administrative duties.
- Proficient in standard financial procedures and experienced in relevant theoretical knowledge to perform a wide variety of duties within area of responsibility.
- Strong interpersonal and communication (written and verbal) skills to engage with and deliver a professional customer service internally, to the broader College community, and with external parties.
- Proficient computer skills particularly using Microsoft Office (i.e. Word, Excel, Outlook) and databases, and operating a range of general office equipment (i.e. business phone system, computer, photocopier/scanner, binder, shredder) and knowledge and use of financial/payroll software systems.
- Able to take responsibility for own work outcomes, carry out role requirements under general supervision and take instruction on unusual, non-routine, difficult or new practices.
- Ability to apply a range of well developed interpersonal and work-related skills to a variety of predictable problems and occasional unpredictable problems consistent with knowledge.
- Demonstrated accountability for achieving own work outcomes to specified standards and positively contribute to team activities and outcomes and support others as required.
- Good time management and organisational skills and ability to effectively prioritise tasks and meet required timelines.
- Willingness to positively support school activities/events, attend meetings and undertake required training.
- Demonstrated ability to maintain appropriate confidentiality.

- Ability to follow procedures and support others as appropriate during unexpected situations or emergencies.
- Commitment to continuous improvement and learning to remain current with area of specialty, undertake required training in a timely way and positively participate in professional reviews.
- A high level of attention to detail.

Desirable Skills and attributes:

- Experience working in a school setting is highly desirable

Acquire and maintain:

- Clearance to work in Catholic Education (Catholic Police Check) and Current DHS Working with Children Check
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- HLTAID012 First Aid Training (Provide an emergency first aid response in an education and care setting).
- Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

7. WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a **Worker** while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

8. PERFORMANCE REVIEW

The employee may be requested to undertake a performance review on a twice-yearly basis or at another mutually agreed time. Consultation will occur between the employer and the employee to ensure the accuracy of the Position Information Document.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

SIGNED

Principal or Delegate:  Date: 17/12/2025

Employee: _____ Date: / /