



Guilford
Young
College
Celebrating 25 years

Administration Officer

Part Time - Term Time

Application Package for Applicants

Applications Close:
Monday 13 December 2021 at
4.00pm

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Within the Archdiocese there are thirty-eight Catholic schools administrated by the TCEO;

- ❑ 35 Archdiocesan Schools
- ❑ 3 Congregational Schools (Dominic College, St Virgil's College, St Francis Flexible Learning Centre)

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

www.catholic.tas.edu.au
www.gyc.tas.edu.au

Application for Employment

Position:	<i>Please select role/s</i>
<input type="checkbox"/> Administration Officer	

Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	

Tasmanian Teacher Registration Number <i>(if applicable)</i>		
Catholic Education Accreditation Level Attained <i>(if applicable)</i>		
Working with Vulnerable People check		

Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills.	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	

Signature		date
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ROLE DESCRIPTION

Role title:	Administration Officer
Classification:	Business Services, Level 2
School / College:	Guilford Young College
Location:	Glenorchy or Hobart Campus
Is responsible to:	Office Team Leader
Key relationships:	Principal, staff, students, parents, volunteers, visitors

ROLE ACCOUNTABILITY

The Administration Officer provides a first point of contact for the School and is accountable for the effective delivery of reception, administration and office support services. The role is responsible for the delivering excellent customer service in the performance of duties.

Within the role, the Administration Officer supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes.

The Administration Officer is responsible to, and will work under direction of, the Office Team Leader and senior staff within the College.

KEY RESULT AREAS

Customer service

- Provide a friendly and welcoming customer service support, as first point of contact to staff, parents, students and visitors.
- Resolve routine enquiries, re-directing where appropriate.
- Identify and defuse potential customer hostility or conflict where possible, escalating to a higher employee as required.
- Communicate clearly and concisely.
- Respect and protect staff, student and family privacy and confidentiality.
- Promote a positive image of the school in all interactions.
- Ensure the School office and reception areas are welcoming, neat and tidy.
- First respondent to first aid requirements and issue medication in accordance with School policies and procedures.

Administrative and financial support

- Prepare routine correspondence and documents.
- Undertake general word processing, data entry and desktop publishing.
- Collate and distribute documents in a timely manner.
- Process incoming and outgoing correspondence and other mail in a timely manner.
- Undertake records management and archiving.
- Coordinate meetings and appointment scheduling, including preparation of relevant documents.
- Record meeting minutes and action items concisely and accurately.
- Maintain office and stationery supplies.
- Process financial transactions including receipting and banking of monies / payments, petty cash, requisitions, invoicing, etc.
- Provide administrative support to senior staff
- Coordinate absentee records and notify parents as per school policy and procedures.

Team effectiveness and collaboration

- Support and assist staff and management teams to deliver effective student outcomes.
- Work collaboratively with other members of the School community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the School community and maintain a positive and professional demeanor at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by management and staff.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web or other specialised software.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
 - contribute to safe systems of work.
- Contribute to a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

PERSONAL CAPABILITIES

- Reception / customer service experience
- Data processing experience
- Demonstrated professional integrity
- Work collegially and in a team environment
- Communicate effectively with a range of people from differing levels / backgrounds
- Coordinate routine activities, set priorities and deliver tasks on time
- Perform effectively in an environment with competing demands
- Apply literacy and numeracy skills effectively
- Demonstrated accuracy and attention to detail
- Act with due care and diligence
- Demonstrated reliability, dependability, flexibility and adaptability

- Maintain confidentiality when dealing with sensitive information and matters
- Demonstrated commitment to customer service excellence
- Work independently with minimal supervision.
- Use initiative to resolve problems in a constructive manner

EVIDENTIARY REQUIREMENTS

Essential

- Valid Working with Vulnerable People Registration
- Current and satisfactory National Police Criminal History Check (NPCHC)

Desirable

- Certificate III Business Administration or equivalent
- Current first aid qualification

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The Administration Officer role is located in a busy, open area office and is subject to constant interruptions and frequent communications with others whilst undertaking tasks that require attention to detail and high levels of accuracy. The Administration Officer uses a variety of information and communication technology, office equipment and resources. The role will involve frequent sitting and standing and require fine motor and control skills, auditory and visual functions. Some lifting of supplies and materials may be required from time to time.

I, _____, understand and agree to this position description as detailed

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Date:

Additional Position Information

Start Date:	31 January 2022
Tenure:	Ongoing (27.5 hours per week) 40 weeks per year (term time only) 6 month Probation Period
Location:	Guilford Young College
Hours of Work:	8:00am – 2:15pm Monday to Friday with a total of 45 minutes unpaid break per day (5.5 hours total per day)
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018 Salary Range:
Remuneration:	Business Services - Level 2 \$53,660- p.a. pro rata – plus 10% superannuation

Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Succinctly addressed the Key Result Areas (KRAs) and Personal Capabilities in the Role Description
Hint: when addressing the KRAs describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role
- Included any other relevant information you wish to submit

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm Monday 13 December 2021 to employment@gyc.tas.edu.au

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.

If you have any further queries regarding your application please do not hesitate to contact Mrs Bernadette Pogorzelski (03) 6238 4312 employment@gyc.tas.edu.au.