



ST MARY'S COLLEGE

Position Description Administration Officer Student Services

Position details

Title	Administration Officer (Student Services)
Area	Support Staff
Reports to	Principal Director of Business and Operations Human Resource and Finance Manager Office Manager (Student Services)
Classification	Business Services Level 2, Salary Point 1
Employment conditions	Limited Tenure position (Parental leave replacement) 1.0 FTE, term-time only Monday to Friday, 8am to 4.36pm 17 June 2019 to 19 June 2020 Tasmanian Catholic Education Single Enterprise Agreement 2018

College environment

St Mary's College, Hobart is a Catholic school providing education for boys from Kindergarten to Year 2 and Girls from Kindergarten to Year 12. Founded in 1868 by the Presentation Sisters, the College's mission is: *In a world of constant change, strive to live the teachings of Jesus Christ within the tradition of the Catholic Church develop just and compassionate people who are resilient, responsible and informed and ready to contribute to society.* St Mary's College only employs enthusiastic people who can support its Catholic identity and seek to go *One Pace Beyond*. The beautiful sandstone façade of the College, situated in the city, belies its innovative approach to education. All work at the College is centred on our students and their holistic outcomes.

Role

To contribute to the successful functioning of the Business Office by providing outstanding and friendly customer service and performing a variety of clerical tasks associated within the office.

Key responsibilities and accountabilities

- Respond in a professional and friendly manner to enquiries at the student services counter and telephone calls, provide information to students/staff by referring them to the appropriate person and giving assistance as required.
- Maintain student records in a timely manner in relation to late arrivals and absences in accordance with current office procedures.
- Coordinate the production of a variety of College documents, including operation of photocopiers, collating & binding, arranging for printing if required and distributing materials in accordance with the students or staff member's requirements.
- Maintain the College photocopying machines including providing assistance to other staff members on their operation, organising repairs and liaising with photocopier maintenance providers as required.
- Contact parents and arrange for ill students to go home ensuring that where appropriate student (and staff) accidents are recorded appropriately.

- Coordinate the collection and distribution of various items with relevant staff.
- Receive & process payments made at the student services counter in accordance with office procedures in a friendly and professional manner.
- Participate in team meetings, staff training and other development activities as required.
- Perform other duties as required by the Office Manager, Human Resource and Finance Manager or Director of Business and Operations or any member of the College Leadership Team.

Essential requirements

- Be subject to employment screening including a National Police Criminal History Check in accordance with policies.
- At commencement of position hold current *Working with Vulnerable People* registration.
- Current CPR and First Aid qualifications.

Selection criteria

The following specific selection criteria must be addressed by candidates in their application.

Evidence of:

- Willingness to support the ethos of a Catholic school.
- Ability to work effectively as part of professional team delivering excellent customer service
- Extensive knowledge and skills in office administration including the ability to operate a wide range of office equipment (including photocopiers).
- Ability to operate a wide variety of computer software including Excel and Word and accurate keyboarding skills.
- The ability to provide a high standard of customer service to staff, parents and students.
- Well-developed communication and interpersonal skills.
- Excellent organizational and priority management skills.
- Ability to maintain confidentiality as appropriate and to handle sensitive matters with discretion, tact and empathy.