



Position Description

TITLE: **ADMINISTRATION ASSISTANT TO CAREERS PRACTITIONER/
VET COORDINATOR MELTON CAMPUS**

Report to: Careers Practitioner and VET Coordinator

Days of work: Monday-Friday

Hours of work: 8.00am – 4.00pm

Category: Education Support Category

The Administration Assistant is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES

Commitment to Catholic Education	<ul style="list-style-type: none">• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.• Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.• Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none">• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.• Demonstrate duty of care to students in relation to their physical and mental wellbeing.• Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.• Provide students with a child-safe environment.• Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety.• Provide an exemplary standard of pastoral care to staff, students and parents/carers.
Administration Duties and Responsibilities	<ul style="list-style-type: none">• Provide general administrative duties to support the Careers Practitioner and VET Coordinator.

- Respond efficiently to telephone enquiries, ensuring all requests are responded to, and messages are communicated to relevant staff in a timely manner.
- Maintain communication with the VET Coordinator and Careers Practitioner.
- Demonstrate highly developed communication, planning, decision-making and negotiation skills, including the ability to communicate with students, parents/carers, and the wider College community.
- Demonstrate proficiency in the use of College administrative systems - Synergetic and Simon.

VET Coordinator

- Assist VET Coordinator with coordination and moderation of the assessment process.
- Maintain filing of brochures, subject newsletters, magazines, and Professional Learning opportunities within the learning areas and distribution to other teachers.
- Assist VET Coordinator with the signup of SBAT applicants with the Apprenticeship Centre and organise interviews.
- Coordinate employer visits.
- Assist with the organisation of staff teaching and learning.
- Assist with preparation of required documentation for Year Level Course Information Booklets.
- Conduct periodic inventory stocktakes of subject resource materials and equipment, and for their storage and care.

Careers Practitioner

- Assist with organisation of work experience for students.
- Engage with industry representatives, including TAFE, universities and learning institutions.
- Coordinate interviews for Year 9 students, in preparation for subject selections.
- Assist with completion of Destination Surveys for exiting students.
- Continue development of ICT skills as technologies evolve.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Maintain workplace communal areas.
- Assist with organising scheduled College events.
- Responsible for ordering of stationery, paper, and photocopier supplies.
- Attend educational programs for professional growth and skill development.
- Duties as required by Principal.

SELECTION CRITERIA

Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church.

	<ul style="list-style-type: none"> • Demonstrated understanding of Church teachings and the staff members role in the mission of the Church. • Ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Administration Skills and Experience	<ul style="list-style-type: none"> • Proven capacity to work independently. • Demonstrated ability to maintain confidentiality and sensitivity in all aspects of the role. • Demonstrated high level organisational skills and attention to detail, ability to prioritise tasks, multi-task and work efficiently. • Demonstrated understanding of professionalism, courtesy, and cooperation. • Demonstrated excellent oral and written communication skills, including ability to communicate with students, parents/carers, and the College community. • Demonstrated ability and willingness to accept policy directives. • Demonstrated ability to accurately maintain records and documentation associated with your work. • Demonstrated ability to maintain currency of professional knowledge and skills. <p>Essential:</p> <ul style="list-style-type: none"> • Required to complete First Aid Certificate (training provided). • CPR qualifications (training provided).