



Position Description Administration Officer

Role Title	Administration Officer
Flexible Learning Centre	St Joseph's Catholic Flexible Learning Centre
Network	EREA Youth+ Central West Flexi Schools Network
Location	Alice Springs
Report	Campus Principal/Network Principal
Hours of Duty	Casual Relief
Band/Wage Scale	In accordance with <i>the Catholic Schools (Northern Territory) Collective Enterprise Agreement 2014</i>

Aboriginal and Torres Strait Islander people are encouraged to apply.

Background:

Youth+ is an initiative of Edmund Rice Education Australia. EREA Youth+ services including Flexible Learning Centres (FLCs) offer a full-time and multi-year secondary education and social inclusion program for young people who have disenfranchised from mainstream structures. Young people may express a broad range of complex education and social needs and the Youth+ services respond with a variety of flexible and innovative social inclusion and learning experiences.

EREA Youth + services provide young people with a varied and holistic set of learning experiences supporting them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

St Joseph's Catholic Flexible Learning Centre is a Catholic School in the Edmund Rice tradition. It is a diocesan school and is part of the Diocese of Darwin and the Northern Territory Catholic Education Office. There is a strong focus on literacy and numeracy skills in an integrated learning framework. Engagement activities including outdoor education, sport, art, dance, cultural connections are also an integral part of the daily offerings.

Young people who attend include indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons and include:

- Those who have had contact with the juvenile justice system;
- Those in the care of the Office of Children and Families;
- Those with a history of trauma;
- Those with a history of extended periods of unexplained absences;
- Those who are highly mobile;
- Those with mental illness or at risk of engaging in self harming behaviours or substance abuse;
- Those who have been excluded or repeatedly suspended from school;
- Those who are homeless;
- Those who are young parents;
- Those with a generational history of early school leaving; and
- Those with a generational history of unemployment.

See www.youthplus.edu.au - Publications for further information.

Primary Role:

This position will:

1. Develop and maintain administrative processes which support the efficient and compliant operation of the FLC.
2. Take responsibility for ensuring all administrative functions and compliance are completed in a timely and accurate manner.
3. Work collaboratively with the Campus Principal/Network Principal and Senior Administration Officer Network.
4. Work collaboratively with staff to provide a safe, conducive work environment for staff and young people.
5. Support staff in providing resources for activities/programs for young people.
6. Operate within the context of Youth+ Policies and Procedures.

Qualifications and Key Characteristics:

- Previous experience in an administrative role essential.
- Qualification at degree, diploma or certificate level desirable but not essential.
- Ability to obtain a positive Working with Children Check, imperative.

Skills and Knowledge:

- Demonstrated skills and knowledge in administration.
- Demonstrated skills and knowledge in third party applications – Microsoft Office Suite essential.
- Demonstrated ability to work collaboratively and establish and maintain professional relationships with all stakeholders.
- Demonstrated capacity to provide a welcoming and supportive environment for young people and their families.

Principles of Operation (Respect, Participation, Safe & Legal and Honesty):

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation and FLC Occasional Papers (available on the website www.youthplus.edu.au).

Duties and Responsibilities:

Typical duties and responsibilities include, but are not restricted to:

Supporting Young People and Front of House Operation

- Commitment to working under the four principles of operation: Respect, Safe and Legal, Honest and Participation. The principles establish a “common ground” among staff, young people and families, and are the means to resolve conflict, negotiate learning, recognise rights, responsibilities and consequences and modelled and explored, both within the group and individually.
- Respond to enquiries from staff, young people, parents/carers, partner organisations, the general public and address issues in accordance with the FLC procedures.
- Provide a welcoming and supportive environment for young people and families.
- Provide a welcoming environment for visiting consultants.
- Support young people with tasks such as travel passes, making phone calls, etc.
- Managing the safe environment of the front of house/school seeking assistance from teaching/youth work staff as required.

Referral and Enrolment Processes and Young People Data Entry

- In collaboration with the Campus Principal, ensure compliance of administration process and database entry of all referrals and enrolments.
- Ensure young people, families and referral agencies, experience safe and supportive enquiry, referral and enrolment processes.

- Ensure referral, enrolment and enquiry information is recorded and provide reports as required to assist in the strategic planning of the school development.
- Maintain young person records including database entry.
- Ensure student attendance data is accurate and recorded on the database including follow-up on absences.
- Develop systems to provide accurate young people information is available for outing/camps etc.
- Manage accountability and records for confidentiality of information forms, permission forms, authority to administer medication etc.
- Responsibility to organise student ID cards, yearly travel passes for young people.

Financial Responsibility

Provide assistance for the financial management of the centre including:

- Arrange purchasing of materials and requisites for the school.
- Work with the finance support staff to ensure payment of invoices, master-card and petty cash reconciliations.
- Support the organisation of the resources of the centre including yearly stocktaking, maintaining registers and asset audits.

Developing and Maintaining Administrative Processes

- Maintain appropriate records and prepare reports as required by the Campus Principal.
- Compile and complete statistical, census and other returns as required by Youth+, EREA, Governments, CEWA and other bodies.
- Maintain communication and correspondence between the centre and other individuals and organisations as directed by the Campus Principal.
- Maintain staff records including Working with Children Checks, staff licences, leave applications and fortnightly timesheets.
- In consultation with staff, produce regular newsletters for families.
- Keep minutes of weekly staff meetings and distribute to staff in a timely manner.
- Support staff in preparation of school activities e.g. outings, special events.
- Maintain a register of equipment.
- Maintain a register of compliance with Workplace Health and Safety requirements.

Team Participation/Multidisciplinary Practice/Professional Development

- Support regular whole team reflective practice sessions including daily staff briefs/debriefs.
- Operate within the context of Youth+ Policies and Procedures.
- Participate in professional development that is relevant to the work undertaken at the FLC.
- Participate in daily routines of the school as required.
- Carry out duties and task that may be reasonably assigned by the Campus Principal/Network Principal from time to time.

Foundation Statement:

Youth+ seeks to respond to the needs of young people disenfranchised and disengaged from education. They provide a place and an opportunity to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities, supporting and celebrating the uniqueness and dignity of each person.

Flexible Learning Centres are guided by the vision of Edmund Rice about the empowering service of education, to achieve personal and community liberation through educational experiences that enable transformation.

Application Process:

Applications for this position close on Monday 19 February 2018. To apply for this role, please provide the following documents:

- Response to the Selection Criteria.
- A curriculum vitae outlining relevant work history, including contact details of at least two referees, relevant to the position.
- All application are to be submitted to the following website:

CentralWest.Recruitment@youthplus.edu.au

For further information regarding this position, you can contact Kerrie Carter at Kerrie.carter@youthplus.edu.au or by phoning 0477 773 578.

Youth+ supports the rights of children and Young People and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing. All applicants for these positions will be subject to EREA screening procedures.

Selection Criteria:

Criterion 1:

Demonstrated skills, knowledge and experience in operating within third party programs to produce data analysis, complex documents in Microsoft Word, Excel, Powerpoint etc.

Criterion 2:

Experience in developing and maintaining administrative processes including school or organisational database systems which support efficient and compliant operations.

Criterion 3:

Understanding of working under four principles of operation:
Respect, Participation, Safe and Legal, and Honesty

Criterion 4:

Demonstrated capacity to work effectively as a member of a multidisciplinary team, to work collaboratively and establish and maintain professional relationships with all stakeholders.

Strategic Values:

Within our radical, social and ecological justice framework, Flexible Learning Centres are intentional learning communities that articulate the following core values through authenticity and integrity and are expressed through the life journey of its members.

SAFETY

Safety within our environment is liberating, holistic and implicit in all aspects of community life. This includes non-violence, peaceful resolution of conflict, celebration of diversity, freedom from judgement, security to take emotional and intellectual risks.

RELATIONSHIP

Relationships are formed on shared common ground with compassion and love, respecting and celebrating the individual. We embrace the connectedness of complex and authentic relationships within diverse communities.

COMMUNITY

Our dynamic communities seek to be life giving environments where the dignity of all is honoured. Our communities are multi-dimensional spaces for the liberating power of learning and engaging together.

TRANSFORMATION

We walk together on journeys of individual and community transformation. We are sustained by and celebrate our commitment to hope, optimism and a belief in the possible

ECO-JUSTICE

Eco-justice calls us to enact our responsibility to the interconnectedness, sacredness and dignity of all creation.

Acceptance

I, (print name)..... have received, reviewed and fully understand the Position Description for the Administration Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature: Date:.....

