



## Position Description Senior Administration Officer

<b>Role Title</b>	Senior Administration Officer
<b>School Network</b>	Xavier Flexi Schools Network Edmund Rice Education Australia
<b>School</b>	Ipswich Flexible Learning Centre
<b>Reports</b>	Head of Campus
<b>Band/Wage Scale</b>	School Officer Award, Level 5 plus First Aid Allowance
<b>Status</b>	Full-time (76 hours fortnight)

### BACKGROUND:

The Xavier Flexi Schools Network and Flexible Learning Centres (FLC) are Catholic Schools in the Edmund Rice tradition. Ipswich Flexible Learning Centre offers a full-time and multiyear secondary education program for young people who have disengaged from mainstream schooling. Young people typically express a broad range of complex education and social needs and the FLC responds with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

The purpose of an Edmund Rice Education Flexible Learning Centre is to provide young people with a varied and holistic set of learning experiences which enable them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

### PRIMARY ROLE:

The person occupying this position will support the Head of Campus and staff of the Ipswich Flexible Learning Centre. This person will be the face of the school at reception greeting and assisting incoming visitors, guests and families. The position reports to the Head of Campus of Ipswich Flexible Learning Centre.

- Provide administrative support to the Head of Campus and staff and assist with best model of practice at the Ipswich Flexible Learning Centre.
- Coordinate and complete all administrative functions including reporting compliances for the school.
- Support effective learning and teaching programs for young people in both middle and senior phases of secondary education.
- Contribute to the development and implementation of the FLC's objectives and planning.
- Contribute to the maintenance of a supportive school environment and in particular to meet the needs of young people to support their engagement in education.
- Manage an electronic filing system to support student data bases, Census returns, attendance rolls and storage and security of files.
- Liaise with the Network Support Team to ensure effective communication and tasks undertaken are in alignment with Network policies and procedures.

## REPORTS:

- Reports to the Head of Campus
- Oversight of duties of Administration Officer

## KEY ACCOUNTABILITIES:

The Network Principal is responsible for the operation of all Flexible Learning Centres and Outreach programs. The Senior Administration Officer, through the Head of Campus, is accountable to the Network Principal of the Flexible Learning Centres within the Xavier Flexi Schools Network and works in cooperation with Network Team Staff.

The Senior Administration Officer will:

### General Duties:

- Work in close cooperation with the Administration Officer at site each day.
- Operate within the context of Edmund Rice Education Australia's Corporate Policies and Procedures, particularly in the area of Equal Employment Opportunity and Workplace Health and Safety.
- In conjunction with the Administration Officer, provide a welcoming and supportive environment for young people, families, visitors and staff.
- Assist with daily reception duties as required, including: answering phone and distributing messages, check and sort mail, photocopying, laminating, making appointments, assisting young people, respond to enquiries, prepare and send correspondence internally and externally.
- Assist the Head of Campus with the referral and enrolment process for young people
- Assist in the development, review and maintenance of local administrative procedures, internal audits and systems to ensure compliant operations.
- Develop and implement record management and filing systems that are accurate and easily accessible at all times.
- Develop school Administration procedures and processes handbook
- Maintain accurate up-to-date attendance records, notes and performance data for all students in the database system, TASS.
- Prepare timesheets for sign off by the Head of Campus and forward to payroll meeting timelines. Ensure leave applications are completed by staff and Head of Campus and sent to payroll.
- Maintenance of asset audits and coordination of annual stocktaking in liaison with the Business Manager.
- Support and maintain a culture of safety, respect and participation within the Centre in accordance with the FLCN's four principles.
- Provide support to the staff and school community including preparation and distribution of meeting minutes, newsletters and other external communication as required.
- Maintenance and purchase of general school resources and stationery provisions to support school programs.
- Assist with communication and correspondence between the FLC and other individuals and organisations.
- Maintain communication and reporting processes with the Head of Campus.
- Other duties as required.

#### Compliance/Reporting Duties:

- Preparation and record management of accurate internal and external reports, records and data as required within deadlines including spreadsheets for CENSUS returns (State and Federal) in collaboration with the Head of Campus.
- Manage the timelines for all reporting and compliance requirements relevant to the school.

#### Financial Management:

- Petty cash – handling and reconciliation
- Work with Network finance staff to ensure timely return of all documentation relating to finance
- Assist the Head of Campus with the reconciliation of school store and credit cards
- Assist the Head of Campus with the compilation of the fortnightly payroll time sheets and leave forms

#### Vehicle Management: (liaise with appointed staff member to ensure compliance)

- Maintain a schedule of servicing and inspection of FLC vehicles
- Create and maintain a booking system for use of the FLC vehicles for outings and camps

#### First Aid Officer:

- Supervise the First Aid Room caring for injured or unwell Young People.
- Manage stock, supplies and maintenance of the First Aid Room.
- Undertake personal First Aid requirements to maintain First Aid credentials.
- Administer First Aid to young people and community as required.
- Maintain First Aid records.

#### Cultural Support:

- Work with various cultural background families including our First Nation peoples and provide a welcoming reception for all people to our school.

### **KEY SELECTION CRITERIA:**

#### **Essential:**

- Relevant certificate/degree and/or previous Administration experience (minimum 5 years)
- Experience working in a school environment.
- Understanding of service provision to marginalised young people particularly within the alternate education sector.
- High level of verbal and written communication skills, including participating in meeting processes, report writing and negotiation skills.
- Comprehensive experience with computer applications such as databases, word processing, spreadsheets, e-mail and web technology is essential
- Ability to work to deadlines, multi-task, prioritise the workload, work autonomously and in an integrated manner as a member of a multi-disciplinary team.
- Current Queensland Driver's Licence and current, valid Blue Card (or the ability to obtain).

#### **Desirable:**

- Current First Aid certificate or willing to obtain.
- Previous experience using TASS (or equivalent school-based database)

## APPLICATION PROCESS:

Please visit [www.youthplus.edu.au](http://www.youthplus.edu.au) and follow the Employment Opportunities tab to view the Position Description, Applicant Information and to apply.

Applications by: **12:00pm on Tuesday 9 June 2020.**

To apply for this role please provide the following documents:

- *Responses to the above Key Selection Criteria in no more than 2 pages*
- *Cover letter*
- *Curriculum vitae outlining relevant work history including contact details of at least three referees including your current employer*

Submit applications to [xaviernetwork@youthplus.edu.au](mailto:xaviernetwork@youthplus.edu.au)

Only those applicants successful in obtaining an interview will be contacted.

*All applications for this position will be subjected to screening procedures as detailed in the Commission for Children and Young People and Child Guardian legislation.*

*These checks are consistent with Edmund Rice Education Australia's commitment to child protection policies and procedures.*